

ARMOREL SCHOOL DISTRICT EMPLOYEE VEHICLE REQUEST FORM

PLEASE HAVE PRINCIPALS SIGN FIRST, THEN GIVE SIGNED REQUEST TO MAINTENANCE. A MEMBER OF THE MAINTENANCE STAFF WILL LET BUILDING SECRETARIES KNOW IF A VEHICLE REQUEST HAS BEEN APPROVED OR NOT.

IF the vehicle is not available and the employee would like to be reimbursed, the denied vehicle request for must be attached to reimbursement form.

Requests MUST be submitted at least on week in advance.

☐ KIA CAR Request

☐ VAN Request

☐ SHORT BUS Request

☐ YUKON Request

☐ BUS Request

_____ Number of student passengers

**** Rosters with student names and parent phone numbers MUST be attached****

Name of Driver: _____

Destination: _____
City State

Purpose of Trip: _____

Departure Date: _____ Time: _____ AM/PM

Return Date: _____ Time: _____ AM/PM

****Vehicle must be returned on expected date to accommodate other approved trips****

Participating Personnel: _____

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____

FOR DISTRICT TRANSPORTATION DEPT. USE ONLY

_____ YES the vehicle will be available on the date(s) specified above.

_____ NO the vehicle will not be available on the date(s) specified above. Therefore, the above employee will be eligible for reimbursement of their mileage if this denial form is attached to their reimbursement form.

Signature: _____ Date: _____

BUS SEATING ROSTER

Destination:	Date:	Time Leaving:
Person in charge:	Cell #:	Driver:
Number of Students:	Number of Adults:	Route:

Left Side Seating

Right Side Seating

Student Name/Phone Number	Students Name/Phone Number
Seat 1	
Seat 2	
Seat 3	
Seat 4	
Seat 5	
Seat 6	
Seat 7	
Seat 8	
Seat 9	
Seat 10	
Seat 11	
Seat 12	
Seat 13	
Seat14	
Seat 15	