

Newman-Crows Landing Unified School District

Vehicle Request Form

TODAY'S DATE:

SCHOOL:

VEHICLE REQUESTED:

(CIRCLE OPTIONS) Large Van: A B C D Mini Van HYBRID A HYBRID B

If you need to cancel your vehicle request, please notify M & O office immediately 209-862-2309

PERSON DRIVING:

STUDENTS:

DATE REQUESTED:

R/T MILEAGE EST.

DEPARTURE TIME:

RETURN TIME:

DESTINATION:

REASON FOR TRIP:

ACCOUNT FOR PAYMENT:

PRINCIPAL'S SIGNATURE:

ONLY SEVEN STUDENTS PLUS DRIVER ALLOWED IN VAN. SEAT BELTS ARE REQUIRED AT ALL TIMES.

ALL DRIVERS (INCLUDING DISTRICT AND NON-DISTRICT EMPLOYEES) MUST HAVE A COPY OF THEIR LICENSE AND PERSONAL INSURANCE CERTIFICATE ON FILE WITH THE DISTRICT MAINTENANCE DEPARTMENT.

THIS MUST BE DONE AT LEAST 1 WEEK PRIOR TO VAN USE.

*****NOTE - UPON RETURN OF VEHICLE, CLEANING/VANDALISM FEE (MIN. \$25) WILL BE ASSESSED IF NECESSARY*****

YOUR REQUEST FOR VEHICLE USE HAS BEEN APPROVED:

___ YES

___ NO

SUPERINTENDENT'S SIGNATURE:

DATE

FOR BUSINESS OFFICE USE ONLY:

AMOUNT CHARGED: DATE: