**REQUESTOR/DRIVER**

|  |  |
| --- | --- |
| **NAME:** | **DATE:** |

**REQUESTED VEHICLE**

|  |  |  |
| --- | --- | --- |
| **CAR** | **BUS** | **TRUCK** |

**DATE(S) REQUESTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PURPOSE OF REQUEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DESTINATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(PLEASE INCLUDE PHYSICAL ADDRESS)**

|  |  |
| --- | --- |
| DEPARTURE DATE: | DEPARTURE TIME: |
| RETURN DATE: | RETURN TIME: |

**\*\*IF REQUESTING TO KEEP THE VEHICLE OVER NIGHT PLEASE INDICATE WHERE THE VEHICLE WILL BE LOCATED.**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPROVAL**

|  |
| --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PRINCIPAL SIGNATURE DATE SUPERINTENDENT SIGNATURE DATE** |

**COMPLETE BEFORE AND UPON RETURN**

|  |  |
| --- | --- |
| BEGINNING MILAGE: | ENDING MILAGE: |
| BEGINNING FUEL LEVEL: | ENDING FUEL LEVEL: |
| **COMMENTS:** |  |