



Lemoore Union Elementary School District

LUESD VEHICLE REQUEST

1. For vehicle availability, please email transport@myluesd.net.
2. Complete this form and submit to the Maintenance Dept. at least ten (10) days before the departure date.
3. You will receive a confirmation email within three (3) business days.
4. Vehicles and keys must be picked up and returned to IMS during regular operating hours: 7:30am – 3:30pm Monday through Friday.
5. Person(s) using District vehicles on weekends and holidays must pick up keys the last working day prior to the weekend or holiday.
6. Vehicles are to be returned when travel is concluded, or the next business day if after hours. Vehicles should be free of debris and have a full tank of fuel. Fuel cards and receipts are

PLEASE TYPE OR PRINT LEGIBLY

Current Date:	Phone:	Email:	
Requestor's Name:		Purpose & Destination:	
School/Dept:	# of Adults:	# of Students:	
Driver Name(s):			
Adult Passenger Name(s)			
Pick Up Date:	Pick Up Time:	Return Date:	Return Time:
Special Instructions:			

I, _____, agree to follow all applicable laws and the LUESD policies and procedures.

Employee Signature

Date

Supervisor Approval

Date

_____ Dept Use Only		
_____ Date Received	_____ By	_____ Email Notification Date
_____ Approved?	_____ Vehicle Assigned	