

CROCKETT COUNTY BOARD OF EDUCATION  
TRANSPORTATION DEPARTMENT

VAN REQUISITION

GROUP REQUESTING VAN \_\_\_\_\_ DATE \_\_\_\_\_

NO. OF VANS \_\_\_\_\_ DESTINATION \_\_\_\_\_

PLACE OF DEPARTURE \_\_\_\_\_ TIME \_\_\_\_\_

ESTIMATED TIME OF RETURN \_\_\_\_\_

MILEAGE WHEN LEAVE \_\_\_\_\_

MILEAGE WHEN RETURN \_\_\_\_\_

1. ALL VAN USE AND DRIVERS MUST BE APPROVED BY THE PRINCIPAL AND PAPERWORK SUBMITTED TO THE BOARD OF EDUCATION.
2. GROUP MAKING TRIP WILL BE RESPONSIBLE FOR CLEANING THE VAN UPON RETURN. IF VAN IS NOT CLEAN, GROUP WILL BE CHARGED A CLEANING FEE OF \$25.
3. GROUP MAKING TRIP WILL BE CHARGED FOR ANY DAMAGE TO VAN, (TORN SEATS, OR BROKEN ITEMS).
4. THIS REQUEST MUST BE SUBMITTED TO THE TRANSPORTATION DEPARTMENT FIVE DAYS PRIOR TO TRIP FOR SCHEDULING PURPOSES.

DRIVER \_\_\_\_\_ VAN # \_\_\_\_\_

MILEAGE CHARGE	COST _____
0 -50 MILES = \$25/DAY	
51-100 MILES = \$35/DAY	CLEAN UP FEE _____
100- 500 MILES = \$45/DAY	
OVER 501 MILES = DIRECTOR APPROVAL	TOTAL COST _____

GROUP OR PERSON REQUESTING VAN \_\_\_\_\_

PRINCIPAL \_\_\_\_\_

TRANSPORTATION SUPERVISOR \_\_\_\_\_