



SANTA MARIA-BONITA SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL VEHICLE

Driver : Title:

School/Dept. Budget Code:

Driver's License # Exp. Date Date Submitted:

Names of Passengers other than Driver: Plan Reference:

- 1. 2.
3. 4.
5. Type of Vehicle: Sedan Truck Carryall

(Circle vehicle to be used)

Destination:

Purpose of Trip:

Date(s) of Trip:

Time of Departure: a.m. p.m.
Time of Return (approx.) a.m. p.m.

Signature of Site Administrator Date Signature of Applicant

Approved:

Not Approved

Date M&O Supervisor

Vehicle to be used:

License Plate #:

ENDING MILEAGE:

BEGINNING MILEAGE:

TOTAL MILES:

Condition of vehicle:

PICK UP INSTRUCTIONS:
Vehicle is to be picked up at the M&O Administration Building. If the vehicle is needed by 7:00 a.m, keys may be picked up the day before by 4:00 p.m. The vehicle is to be returned to the M&O Administration parking lot. Be sure to lock the vehicle and gate. Return KEY to the M&O Office.

