



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

AUTHORIZATION FOR DISTRICT VEHICLE USE

To: Transportation

From: _____ Date: _____

Type of Vehicle Requested:

___ Car (Sedan/Station Wagon)

___ Van

___ Truck

___ Other, Explain:

Dates to be used: From: _____ To: _____

Reason:

I certify that a Driver's Registration Form (Form #345-C) has been completed and filed with the Business Office and that this vehicle will be driven/used strictly for District business.

Requester's Signature: _____ Date: _____

Account #: _____

Approval Section

Supervisor: _____ Date: _____

Superintendent
Or Designee: _____ Date: _____

(Superintendent's or Designee's signature is required if vehicle is to be assigned on an ongoing basis.)