



Caruthers Unified School District

Transportation Suburban/Van Request Form

This request form should be completed in its entirety by the employee in charge. Please remember that the driver of the vehicle shall be approved by Caruthers Unified School District and have a valid Drivers Registration Form on file.

Request for (School Site): _____

Requested By (Name): _____ Requested For: _____

Requested On (Date): _____ Date Needed: _____

Employee Driver #1: _____

Employee Driver #2: _____

Employee Driver #3: _____

Destination: _____

Leaving At: _____ Returning At: _____ Return Date: _____

Total Number Of Vehicles Requested: _____ Total Number Of Passengers: _____

Number of Students: _____ Number of Staff: _____

Other: _____

- Vehicle keys will be issued the day before
- Keys are to be returned to Sumer at Caruthers High School in person
- Driver is responsible for removal of all trash, articles of clothing, sports gear, etc.
- Person requesting vehicle is to obtain gas card from Shannon at Caruthers High School and return card after trip with receipts.
- Report any items that need to be checked or repaired to Sumer and District Office.

OFFICE USE ONLY

PRINCIPAL APPROVAL

Submit