



# 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 handed directly to Angela 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 Angela and District Office.

OFFICE USE ONLY

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PRINCIPAL APPROVAL

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**Submit**