

SANTA ROSA ISD
District Vehicle Request Form

All district vehicle/bus requests must *(1. be complete, 2. approved by principal, and 3. approved by the Chief Finance Officer before submitting to the Transportation Dept.)* Form for vehicle should be submitted at least 7 days prior to function. (Bus request forms must be submitted at least 10 days in advance.)
Untimely requests may be denied; request will be approved on a first come first serve basis on in valley trips. Out of the valley vehicle request have preference over valley vehicle request. In case that there is no vehicle available please see Chief Financial Officer to make arrangements as to using your personal vehicle and getting reimbursement.

Name of Driver: _____ Date of Request: _____
Additional passengers: _____
Function: _____ Date of function: _____
Destination: _____
Departure: _____ Return time: _____
Account: _____

_____	_____	_____	_____
Contact Person	Phone #	Requestor's Signature	Date
_____		_____	
Principal's Signature	Date	Chief Financial Officer	Date

For Transportation Office use only:

Date Request Received: _____ Date Approved: _____
Vehicle Scheduled: _____
_____ Suburban _____ Expedition _____ Explorer _____ Escape _____ Equinox
_____ Excursion _____ other _____ bus or buses _____ driver needed
_____ pick up _____ athletic pick up
Comments: _____

***Note Rules**

- ▶ **Keep this vehicle clean at all times, remember to remove all trash from vehicle after being used.**
- ▶ **No smoking inside school property.**
- ▶ **Do not destroy property.**
- ▶ **For your own safety, do not distract the driver through misbehavior.**
- ▶ **The driver on request form is solely responsible to enforce these rules and responsible for condition of the vehicle when returned to the transportation department.**
- ▶ **Penalty at discretion of principal depending of circumstance.**
- ▶ **Driver is responsible for filling mileage log before and after using vehicle.**
- ▶ **All keys and vehicle must be returned to transportation department.**
- ▶ **Vehicles must be returned to vehicle designated parking area!**

Updated August 27, 2013
Effective immediately!