ORISKANY CENTRAL SCHOOL
VEHICLE REQUEST FORM

Please fill out the information below and attach a copy to your conference request form. A copy of your drivers license **MUST** be on file at the Transportation Office - if you are not certain, please attach a copy to this form. Return the original, completed form to the Transportation Department. A copy will be returned to you indicating the availability of the school vehicle for your trip. If the school vehicle is available, please contact the Business Office at extension 2058 to make arrangements to pick up the keys.

I request permission to use the school vehicle for the following:

Destination: _____

Departure Date and Time: _____

Return Date and Time: _____

Purpose: _____

_____

_____

_____ _____

Signature of Person Requesting the Vehicle **Date**

OFFICE USE ONLY

☐ **Vehicle is Available** ☐ **Vehicle is NOT Available**

☐ **YES** ☐ **NO** ***Copy of Requestors Driver's License on file or attached***

_____ _____

Signature of Transportation Supervisor **Date**

Original - Transportation Department ***Copy - Attach to Conference Request***