



## Santo ISD Staff Transportation Request Form (non-student)

I am requesting a vehicle to transport Santo ISD employees only. No students will be allowed to travel with me.

1. Please have the campus principal initial the request at least 2 weeks before the event.
2. Email a copy of this form to [samsmith@santoisd.net](mailto:samsmith@santoisd.net) to get it on the calendar.
3. Sam should check in with you a few days before your event. If not, call Sam!
4. Please fill in the mileage sheet on the clipboard in the vehicle, including beginning/ending mileage and calculating the distance traveled.

Date Request Submitted \_\_\_\_\_

Staff Driving Vehicle \_\_\_\_\_ Date(s) Needed \_\_\_\_\_

Other staff riding \_\_\_\_\_

Destination \_\_\_\_\_ Purpose \_\_\_\_\_

Driver Signature \_\_\_\_\_ Principal Initials \_\_\_\_\_

Vehicle(s) requested

\_\_\_ Suburban

\_\_\_ Impala

\_\_\_ Traverse

\_\_\_ Van

\_\_\_ Truck

\_\_\_ Truck/Trailer