



MOTOR POOL VEHICLE REQUEST FORM

Today's Date:	
School/Department:	
Activity:	
Destination:	
Driver:	
Driver:	
Date(s) Needed:	
Number of Passengers including Driver:	
Special Equipment Needed: Car Seats - Booster Seats -	
Infant and toddlers: Rear facing car seat only	
Toddlers and Preschoolers: Forward facing with harness	
School-aged children:	Children four (4) and older must ride in a car or booster seat until they are 4'9" tall. If you are unsure what type of seat you may need contact Transportation or visit NHTSA web site: https://www.nhtsa.gov/equipment/care-seats-and-booster-seats
Requested by:	
Approved by:	
Principal/Administrator	
TRANSPORTATION COMPLETES BELOW	
Approved:	Yes ☐ No ☐ Date: _____
Vehicle # Assigned:	_____
Logged on Calendar:	Yes ☐ No ☐
Equipment Loaded:	Yes ☐ No ☐