

TRANSPORTATION DEPARTMENT

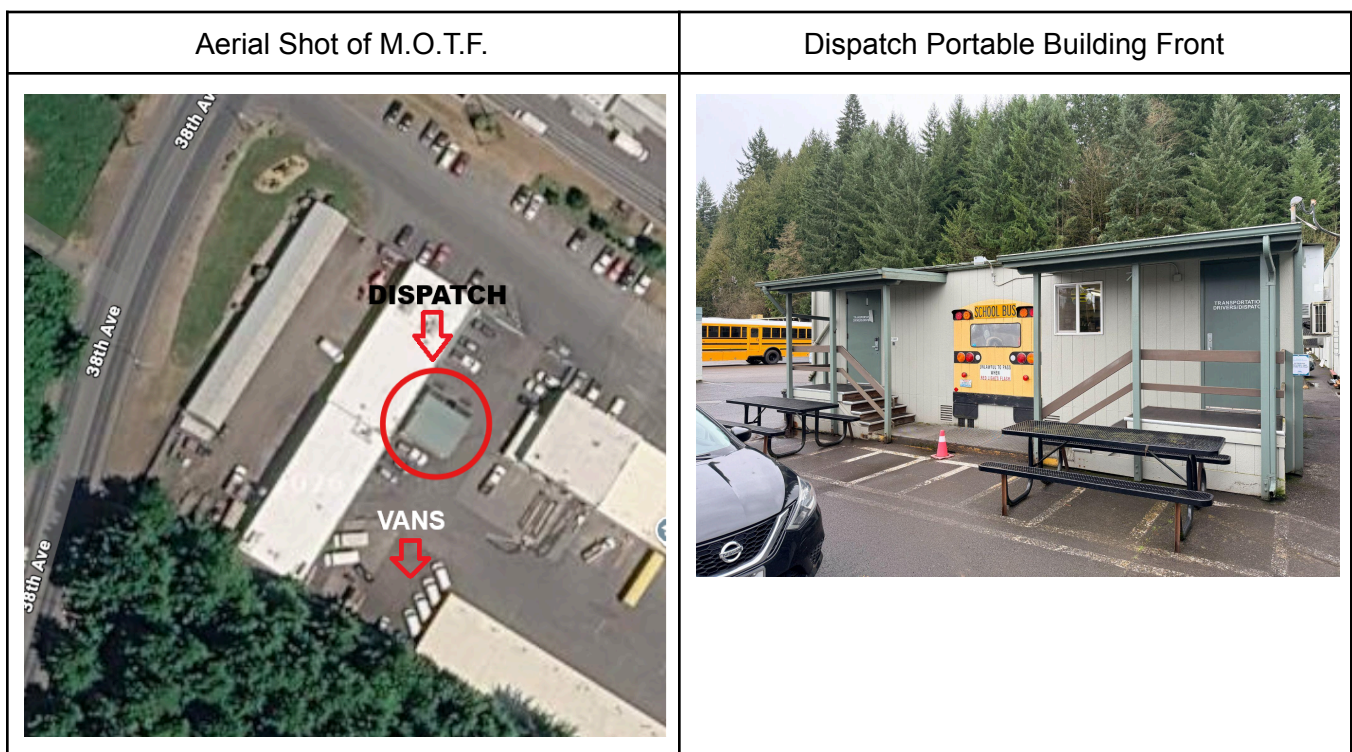
CHECKING OUT AND RETURNING A VAN



Vans are located at the Maintenance Operations Facilities (M.O.T.F.) located at:

**2080 38th Avenue
Longview, WA 98632**

You can call dispatch directly at (360) 575-7867 for additional information. Please come to the Dispatch Portable Building to collect your van keys and trip sheet. Vans are parked side-by-side behind the Dispatch building. Please pull the van out and park your vehicle in the same stall.



- Vans must be picked up during regular business hours (5:00 AM - 4:45 PM).
- Vans will be pre-tripped, cleaned and fully fueled by a mechanic before your departure date and time.
- Before leaving M.O.T.F., fill out the “Begin Mileage” on the log sheet in the van.

Log Book in Van	Trip Sheet
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**COMPLETE BOTH PAGES
LEAVE THIS FORM IN THE VAN**

VAN #	DATE	NAME	PRE-TRIP (Initials)	DESTINATION	REASON (EVENT)	BEGINNING MILEAGE	ENDING MILEAGE
93	12-20-23	Sara Saker	SS	Longview	Choir	58845	58860
	1/2/24	Andrew Johnson	AJ	Longview	Return Van	58827	58837
	1/8/24	Brent Johnson	BJ	Bainbridge	Wrestling Team	58837	59167
	1/23/24	Brent Johnson	BJ	Longview	Wrestling	59167	59750
	1/30	Brent Johnson	BJ	Longview	Skills USA	59751	59843
	2/6/24	John Reid	JR	Longview	Choir	59843	59930
	2/11/24	Athena Priddy	AP	Longview	Valentine's	59930	59945
	2/14/24	Steve Hagg	SH	Longview	Wrestling	59945	60130
	2/19/24	Brent Johnson	BJ	Longview	Wrestling	60130	60239

PRE-TRIP INCLUDES: Working Seat Belt for every passenger
Brakes are in working order
Tires have good tread & Not Flat
No physical defects affecting safety
All lights and turn signals are working
Proper windshield condition and wipers
Functioning rear view mirrors
Operable and lockable doors

Report any problems to Transportation or Dispatch

**Longview School District 122
Driver Trip Sheet Report**

Trip Name: MM B. Wheel to Tacoma	Trip ID: 15082
Trip Date: 02/19/2026	Account: MP - MM EC State Playoffs
Requester: LOMEN, KIMBERLY	Budget Number: 0195-28-0780-466
Origin: Mark Morris High School	Contact Person: Mark Patrick
Estimated Depart Time: 02/19/2026 12:15 PM	Actual Passenger Count: 360-562-6463
Estimated Return Time: 02/21/2026 06:00 PM	Trip Type: MOTOR POOL
Estimated Passengers: 6	
Reason For Trip: MM Boys Wrestling to State in Tacoma	

Account Instructions:

Notes:
State: Driver Mark Patrick. Would prefer one of the newer vans if possible. Planning to leave school at 2pm so pick up sometime during the morning.
Directions:

Destination: Tacoma Dome - Tacoma, WA 2727 E D St., Tacoma, WA 98421

Vehicle: MP 96 **Driver:** AAA, Motorpool **Other ID:**

Start Date/Time: ____/____/____ **Return Date/Time:** ____/____/____

Destination: Tacoma Dome - Tacoma, WA 2727 E D St., Tacoma, WA 98421
Arrive At Destination: ____/____/____ **Leave Destination:** ____/____/____

Driver Sit Time
Sit Time: _____ **Overnight:** _____

Odometer Readings
Start: _____ **Return:** _____

Fuel Cost Amount: \$ _____
Allowances: \$ _____ **Parking:** \$ _____
Misc: \$ _____ **Tolls:** \$ _____ **Misc.:** \$ _____

Driver Comments:
Driver Signature: _____ x
Passengers have received emergency evacuation instructions: _____ x
Chaperone has verified that all passengers are accounted for: _____ x

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Gate Access Card Included in Every Van

Key and Blue Sheet Drop at Dispatch Portable



Once you return to M.O.T.F.

- If you're returning after regular business hours, you'll have to swipe the Gate Card at the front entrance.
- Park the van in the same stall with the front facing towards the back.
- Fill out the blue trip sheet.
- Check the van for any loose items.
- Lock the van and return the keys and blue trip sheet to the Key Drop box located by the entrance to the Dispatch Portable.
- When exiting the M.O.T.F. compound, please wait until the gate fully closes behind you before leaving.