

# Vehicle Request Form

**Directions:** Please complete this form and promptly submit it to the approving administrator for signature & coding. The approving administrator will forward the completed form to the Maintenance Office to finalize your reservation.

## Vehicle Request Information:

**Vehicle Requested:** \_\_\_\_\_

**Actual Date(s) of Event/Mtg/Conf:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Purpose of Use:** \_\_\_\_\_

**Are You Transporting Students?**     Yes     No    Please Note: The driver and only 9 students can legally be accommodated in a vehicle which is not a school bus as defined.

## Driver / Passenger Information:

Name	Status Driver / Passenger / Student	Cell Phone #	DO Use Only – Approved Driver?
1.)			
2.)			
3.)			
4.)			
5.)			
6.)			
7.)			
8.)			
9.)			
10.)			

## Key Pick-Up & Return Information:

**Date & Time For Key Pick-Up\*:** \_\_\_\_\_

\*Key pick-up must be prior to departure (unless approved by the District Office) or the previous business day if leaving before 7:30 AM.

**Date & Time For Key Return\*:** \_\_\_\_\_

\*Key return must be upon arrival (unless approved by the District Office). If after hours key pouch should be put through the mail slot at the Maintenance Office.

All drivers of a School District of Ashland vehicle must be in compliance with the District's Vehicle Safety and Use Procedure. In addition, all drivers must have an approved Application for Driving Privileges Form on file at the District Office. (If you are not familiar with this procedure, please contact the District Office.) This certifies that I completed this application and that all entries on it and information in it are true and complete to the best of my knowledge. Furthermore, I understand that the use of School District of Ashland vehicles for personal use is prohibited. I also understand that employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner and therefore, employees are prohibited from using WCDs while operating such vehicles or equipment. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.

**Signature of Requestor/Driver:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Approving Administrator – Please complete the section below:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Charge Account:**    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
Fund    Location    Object / Activity Code    Function    Project