

**East Jasper School District Vehicles
Request Form**

Purpose of Trip _____

Name of driver _____

Date of departure _____

Time of departure _____ Time of return _____

Date of return _____ No. transported _____

Route to be followed _____

Destination _____ Vehicle used _____

Names of staff transported _____

Request completed by _____

Name

Department

Date

[] Approved [] Cancelled

Remarks _____

Unleaded regular only

Director

Date

Odometer Reading: Beginning _____ Ending _____

Miles used _____ @ .405 _____

Fund _____

Date keys out Signature Date keys in Signature

Mileage recorded [] Yes [] No

NOTE: **Bold must be complete before vehicle leaves District.**

Return this form to the Transportation Clerk immediately after your trip or the next working day.