

Troy City Schools

Central Office Vehicle Request

Date of Trip _____ Destination _____

Purpose for Trip _____ Vehicle Assigned _____

Requested by _____ Driver _____

To be Paid by: _____

Notes (include need for passenger seating [no students], cargo requirements or expand on purpose for trip):

Trip Approval

_____ Date _____

Principal

_____ Date _____

Central Office

Ending Mileage _____

Beginning Mileage _____

Trip Mileage _____

Fuel (gallons) _____

Card # _____

Note any damage or need for repair etc. below or on the back:

Except when out of town over-night, vehicles must be returned and secured in the Central Office fenced lot upon completion of the trip. Keys and forms must be returned promptly (as soon upon completion as the Central Office is open for business).

NO STUDENT, may be transported in any school owned vehicle which is not a school bus as defined by state and federal law.