

Crockett ISD Transportation / Vehicle Request

- 1. Signed request must be received by Cynthia Hackett at the Central office at least 5 days prior to use of vehicle.**
- 2. Approval will be given or denied and requestor notified by Supervisor**
- 3. Vehicle must be clean before returning to the administration office.**
- 4. If the gas card is requested the card and receipts must be returned to Central office with keys to vehicle.**
- 5. Odometer Reading must be completed (beginning & ending mileage) and returned to Cynthia with vehicle keys.**

Vehicle requesting:

06 Uplander Van

Dodge Caravan

08 Uplander van_

White Bus

Date making Request _____

Date of Event _____

Event _____

Campus _____

Sponsor _____

Destination _____

Time Out _____

Est. Time Return _____

No of passengers: Adults _____

Students _____

Driver needed: Yes No

Drivers Name _____

Special Instructions _____

Sponsor Signature Date

Supervisor Signature Date

() Approved () Disapproved

Asst. Superintendent Signature Date

() Approved () Disapproved

Superintendent Signature Date

() Approved () Disapproved

Odometer Reading:

Begin Trip _____ **End Trip** _____ **Total Miles** _____