USD 372
Transportation Request Form
(for activities other than field trips/athletics)

This form should be completed by the staff member and sent to the Transportation Director at least two weeks prior to the activity. The Transportation Director will email confirmation to the staff member.

Date submitted: _______________ DATE of trip: _______________

Staff member requesting: ______________________________________

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Activity: _______________________________________________________________
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Destination: _____________________________________________________________________________________

Departure time: _______________ Return time: _______________

Number of passengers (including driver): __________

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Driver has checked the vehicle prior to and after the trip and can say it was in good condition.

_____________________________________________________________________________ - Driver signature

The driver found the following issues that need to be checked on the vehicle:

_____________________________________________________________________________

_____________________________________________________________________________

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Beginning mileage: _______________ Ending mileage: _______________ Total Miles: _______________
*This mileage must match what is recorded in the vehicle log book by the driver.

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**This area is completed by the Transportation Director after the activity**

Vehicle checked for damage/trash/etc: ______________

Mileage checked against log book: ______________