

To be completed by the Transportation Director:

Driver: _____ Car/Van: _____

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: _____

Activity: _____

Destination: _____

Departure time: _____ Return time: _____

Number of passengers (including driver): _____

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:

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

This area is completed by the Transportation Director after the activity

Vehicle checked for damage/trash/etc: _____

Mileage checked against log book: _____