



School Vehicle Reservation

Departing Date _____ Departing Time _____
Returning Date _____ Returning Time _____
Destination/City _____
Purpose _____
Organization/Group _____
Number of Students _____
Driver's Name _____
Phone (ext.) _____

Reservation confirmed by _____ Date _____ Vehicle _____

PLEASE OBSERVE THE FOLLOWING:

- **DRIVER'S LICENSE** – driver must have current license & completed Approval for Use of District Vehicle form
- **SEATBELTS** – passengers must wear seatbelts while in vehicle
- **TRAFFIC LAWS** – all laws must be obeyed
- **MALFUNCTION OF VAN** – report any concerns or damage
- **GAS GAUGE** – report when gas tank gauge goes below 1/2 level
- **FILLING GAS TANK** – All passengers **MUST BE UNLOADED** from van before filling
- **RETURNING VAN** – return van to designated parking area in **CLEAN CONDITION**
- **KEYS** – Return keys **IMMEDIATELY** to Activities/Athletics Office

Sign up well in advance Fill out this form completely and return to LeAnn in Activities/Athletics Office.

Keys Pick up keys (and gas card if needed) in the Activities/Athletic office the morning you need the vehicle and return keys **immediately**.

VEHICLES AVAILABLE

- A – 16** (white Suburban - holds 8 passengers plus driver)
- A – 21** (white Chevrolet Astro - holds 6 or 7 passengers plus driver)
- A – 23** (white Ford Taurus car - holds 4 or 5 passengers plus driver)
- A – 26** (blue Suburban - holds 8 passengers plus driver)
- A – 34** (new white Ford passenger van —holds 9 passengers plus driver)
- A – 41** (new white Ford passenger van —holds 9 passengers plus driver)