



SqHS Field Trip BUS Request

Please complete & RETURN to Pam Behee, Activities,
at least 15 Days before your scheduled field trip date

Requester Name: _____ Phone Number: _____

Request Date: _____

Field Trip Date: _____

Field Trip Name: _____

Department / Activity: _____

Special Accounting Code: _____

Number of Students: _____ Number of Adults: _____

Please check if multiple stops AND attach itinerary: _____

DEPART Date: _____ DEPART Time: _____

DEPART Location: _____

DESTINATION: _____

Address: _____

City: _____

RETURN Date: _____ RETURN Time: _____

RETURN Location: _____

ADDITIONAL NOTES (Wheelchair bus needed, special instructions, etc.):

Date Confirmed: _____ Entered into InfoFinder: _____ Added to Calendar: _____



SqHS School Vehicle Request

Please complete & RETURN to Pam Behee, Activities.

Request Date: _____ Requester Name: _____

Organization/Group: _____

Email Address: _____

Purpose: _____

Driver's Name: _____ Phone Number: _____

Driver's Name: _____ Phone Number: _____

DEPART Date: _____ DEPART Time: _____

RETURN Date: _____ RETURN Time: _____

DESTINATION: _____

Address: _____

City: _____

Number of Students: _____ Number of Adults: _____

Please observe the following rules and courtesies:

Driver: Only drivers that have completed the Approval for Use of District Vehicles form and Van Safety Course are allowed to drive district vehicles. Valid driver's license is necessary.

Mileage Log: Complete entry in Log Mileage for each trip—found in the vehicle's 3-ring binder.

Keys: Pick up keys and gas card, if needed, from Activities/Athletics in the main office. Return to Pam Behee or her mailbox.

Seatbelts: Must be worn at all times when vehicles are in use. Every passenger **MUST** have a seat-belt.

Traffic Laws: Obey all laws and remember that you are representing our school district.

Malfunction of Van: Emergency contact numbers and damage reports are in the vehicle binder.

Gas: Leave at least 1/2 tank of gas for the next driver. All passengers **MUST BE UNLOADED** before filling gas tank.

Returning Vehicle: Return van to designated parking area. **Clean and remove all trash.**

5 Vehicles available:

A-5, A-39, A-45, A-48—white Ford passenger vans—each holding 9 passengers plus a driver

A-4—white Ford Explorer 4-wheel drive—holds 8 passengers plus a driver

Additional vehicles may be available by special request, please see Pam Behee.

Date Confirmed: _____ Vehicle(s): _____ Added to Calendar: _____