



# GLENDALE SCHOOL DISTRICT Request for Use of District Vehicle

**Must be submitted at least 7 days prior to scheduled trip date.**

Today's Date: \_\_\_\_\_

Employee Requesting Vehicle: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Destination (City): \_\_\_\_\_ Purpose of Trip: \_\_\_\_\_

Number of Passengers: \_\_\_\_\_ Date(s)/Time(s) Needed \_\_\_\_\_

Leaving: \_\_\_\_\_ AM PM Returning: \_\_\_\_\_ AM PM

Vehicle Requested:

- District Van (Blue)
- District Van (Maroon)
- District Truck
- Box Van
- Bus #14  
(requires Type 20 license)

Are students traveling on this request? **Yes\*\*** No *\*\* If students will be traveling a Type 10 license is required.*

Submit request to the District Office one week prior to travel.

## Vehicle Use Approval

Date: \_\_\_\_\_

I have assigned you the vehicle you requested \_\_\_\_\_

I have had to assign you \_\_\_\_\_ vehicle.

I do not have a vehicle available on the requested date.

Approval: \_\_\_\_\_

**Please return this approval with the beginning and ending mileage noted below upon your return.**

Beginning mileage \_\_\_\_\_ Ending mileage \_\_\_\_\_