

Brandywine

Community Schools

TRANSPORTATION SCHOOL VEHICLE USE FORM

ALL AREAS OF THIS FORM MUST BE COMPLETED IN ADVANCE OF VEHICLE USE

NAME: _____ is requesting the use of a school van. (Van designation will be determined by the Transportation Director, depending on the distance and number of passengers.)

Date of Use	Time of Pick Up	Date of Return	Time of Return
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Destination: _____ Other stops: _____

Purpose of trip and vehicle use: Conference Athletics _____

NO CALL- IN REQUESTS WILL BE PERMITTED

Person requesting vehicle(s) must read the following information and sign on the line below (*).

By signing, you have agreed to the following:

1. All students will use seat belts in the vehicles.
2. Vehicle will be clean inside with all trash removed from vehicle when returned.
3. Vehicle will be returned to the transportation garage for refueling and preparation for next trip.
4. Transportation will complete a thorough review of all safety components and assure vehicle is in good working order and is ready for next trip.
5. Observe all speed limits and adhere to all laws that pertain to driving a vehicle.
6. Passenger limits of the vehicle will be observed.
7. Record the beginning and ending odometer readings on the sheet provided in the vehicle.
8. Vehicle will be picked up and returned within the times requested. Vehicles are often requested more than once a day.
9. Vehicle and the keys will be returned to the Transportation garage.
10. Vehicles will not be used for personal use, without prior approval.
11. Transportation garage will be notified immediately if you plan to cancel your request. Someone may benefit from your cancellation.
12. The driver of the vehicle will be responsible for submitting to the bookkeeper any gas receipts they may incur for reimbursement.
13. The driver must be a school employee.

Signature of Requestor *

Date:

Approval Signature of Admin./Athletic Director

Date:

For Transportation Office Use:

Van type designation: _____