

**REQUEST FOR USE OF DISTRICT OWNED VEHICLE**

*Pamlico County Schools*

Name of Administrator Requesting the Vehicle \_\_\_\_\_

School or Department \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of Trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When do you plan to leave?      Date \_\_\_\_\_      Time \_\_\_\_\_

When do you plan to return?      Date \_\_\_\_\_      Time \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of Immediate Supervisor

\_\_\_\_\_  
Date

*\*\* This car is available for use by Employees of Pamlico County Schools and Pamlico County Board of Education Members, and will be reserved on a "first come, first serve" basis \*\**

*A completed copy of this form must be taken to the school bus garage by the teacher or driver at the time the car is picked up.*

Request Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Odometer Reading: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Total Trip Mileage \_\_\_\_\_