

JEMEZ MOUNTAIN PUBLIC SCHOOLS
REQUEST FOR USE OF DISTRICT OWNED VEHICLES

****PLEASE SUBMIT REQUESTS TO TRANSPORTATION DEPT.****

SY 18-19

Line Item: _____ School Site: _____ Circle: School Bus Suburban School Car/Escape

Requested By: _____ Supervisor's Approval: _____ Purpose: _____

Date Requested (5 School Day Advance Notice Required): _____

Destination (City and State): _____	No. of persons traveling including driver? (9 Maximum in a Suburban) _____
Departure Date: _____ Departure Time: _____	Return Date: _____ Return Time: _____ Estimated Trip Hours (Total): _____
Name of Certified Driver: _____	Estimated Mileage (Total): _____
Date Approved by Transportation Dept. _____	Approved By: _____

I acknowledge receipt of the described vehicle, credit card, and keys.

Departure Odometer Reading: _____	Return Odometer Reading: _____	Miles Driven: _____
Gas/Diesel Purchased: <input type="checkbox"/> YES <input type="checkbox"/> NO	Vehicle Number Assigned: (for official use) _____	
Credit Card: WEX	Key Identification: (for official use only) _____	
NOTE: Signed Fuel Receipt Required		

1. I will personally be responsible for keys issued to me and will not lend them to anyone for any purpose whatsoever.
2. I will make sure that all doors opened by me are securely locked upon leaving the premises.
3. In the event I lose a key(s), I will immediately notify my immediate supervisor. Furthermore, I understand that I may be required to pay for the expense of changing the lock combinations on those locks which were dependent upon the lost keys and the expense incurred per key for similar keys which have been issued to other persons.
4. I am aware that a **maximum of eight students** may be transported in a 9-passenger district activity vehicle. I am aware that students **may not be transported** in any school vehicle other than a school bus or school suburban.
5. I will submit the gasoline ticket (if applicable) with my signature upon my return.
6. School buses will use **DIESEL ONLY**. All other school vehicles will use **UNLEADED ONLY**. **No premium gasoline.**

I fully understand and accept the foregoing agreement.

Signature

Cell Number

Date