

# Elida Municipal School District Vehicle Request

IMPORTANT: Only authorized driver(s) are allowed to drive requested vehicles. Drivers' license information must be completed and accurate prior to authorization. I, the undersigned, take full responsibility that the information provided is accurate and the person(s) listed will be the only driver(s).

Submit request to the Superintendent's Office at least one (1) week prior to date needed! Today's Date: \_\_\_\_\_

Date Vehicle is Needed: \_\_\_\_\_ Time Vehicle is Needed: \_\_\_\_\_  AM  PM  
 Date Vehicle will be Returned: \_\_\_\_\_ Time Vehicle will be Returned: \_\_\_\_\_  
 Pick-Up Point: \_\_\_\_\_  AM  PM

Event: \_\_\_\_\_ Destination: \_\_\_\_\_

Number Transported: \_\_\_\_\_ Equipment? \_\_\_\_\_

Coach/Advisor/Staff: \_\_\_\_\_

Requester's Signature

\_\_\_\_\_  
 Superintendent's Signature

Office Use Only
Vehicle _____
Driver _____

- \*Submit request to Superintendent's box.
- \*If approved, the request will be signed and in your box.
- \*Please pick up keys from the Superintendent's office.
- \*Please notify Superintendent of any changes in your requested schedule as soon as possible.
- \*You must take approved request with you on trip.
- \*Completed trip request is due back in Superintendent's box within 48 hours of trip.

**To Be Completed by the Driver!**

Vehicle # \_\_\_\_\_  
 Ending Mileage \_\_\_\_\_  
 - Beginning Mileage \_\_\_\_\_  
 = Total Miles \_\_\_\_\_

Time Left Elida \_\_\_\_\_  
 Time Arrived Destination \_\_\_\_\_

Time Left Destination \_\_\_\_\_  
 Time Returned to Elida \_\_\_\_\_

Was student conduct satisfactory? \_\_\_\_\_  
 Was vehicle left clean? \_\_\_\_\_  
 Was there any damage to vehicle? \_\_\_\_\_

Equipment Check ---
___ Look for any leaks ___ Steering mechanism & fluid level ___ Belts, hoses, wiring (loose or damaged?) ___ Fuel ___ Tire Pressure/Thread ___ Horn ___ Seats ___ Seat belt(s)  ___ Lights ___ Windows, mirrors ___ First aid kit ___ Wipers & wiper fluid
The driver is responsible for fueling the vehicle before departure at the local Allsup's. For road fillups turn in a reimbursement form. <b>VEHICLES SHOULD BE RETURNED WITH NO LESS THAN 1/2 TANK OF GAS!</b> Vehicle is to be returned to the vehicle barn.

A pre-trip vehicle inspection for defects is the responsibility of the driver. The DRIVER will be held responsible for failure to complete the pre-trip inspection. Driver must initial after completing the inspection.

Pre-trip inspection completed \_\_\_\_\_  
 {driver initials}

\_\_\_\_\_  
 Driver's Signature

**A \$50.00 Cleaning Fee will be charged to activity/athletic group or individual if not cleaned upon return.**