



# Vehicle Request Form

Trip Planner #

*Requires two weeks advance notice*

Telephone calls are to find availability only – **NOT** to reserve a vehicle

Trip date:

Destination (Trip Name):

Address (Include City):

Requested by:  Cell phone (optional):

Program (\*Name of Class or Club):

\*Account will be charged based on Program Name

Purpose (i.e. field trip/conference):

Student Count  Chaperone Count  Special Needs Students  Vehicle Count

Type of vehicle:  School Bus  School Van  Rental Vehicle  Other (specify in comments)

Load location:

Load time:

Departure time:

Pick-up time:  Pick-up Location (if different from drop-off location):

Multi-stops: (Note pick-up times and locations):

Food stops:  Storage needed:

Comments:

**Note: Rental vehicles must be rented by originator AFTER administrator's approval is received.**

Requested by

Date

 -  -  - 

Account Number

Administrator Approval

Date

Signatures required before trip will be entered on Trip Planner