

Oroville Union High School District

BILL TO: _____
(Dept., Program, etc.)

ORG. KEY: _____

**SUBURBAN - VAN
REQUEST FOR TRANSPORTATION**

THIS FORM MUST BE SUBMITTED TO TRANSPORTATION A MINIMUM OF TWO WEEKS PRIOR TO ACTIVITY

This form is to be completed by the instructor or advisor requesting transportation for field trips, student body trips, or any similar activities. It should be forwarded to the principal for approval, and he/she will send it to the transportation department. After the transportation department has approved it, a copy will be returned to the faculty member as verification that the trip has been approved and scheduled.

SCHOOL _____ **ORGANIZATION/CLASS/TEAM** _____

DESTINATION (be specific) _____

DESIRED STOPS _____

LEAVING FROM (specific location) _____

Will depart for destination: Date _____ **Time** _____

Wish to arrive at home: Date _____ **Time** _____

NUMBER OF PASSENGERS _____

Signature of staff member requesting transportation

Date

NOTE: When a suburban or van is used, the staff member whose name appears above will drive the vehicle unless another district employee is named and approved by principal.

Signature of staff member designated to drive vehicle other than instructor

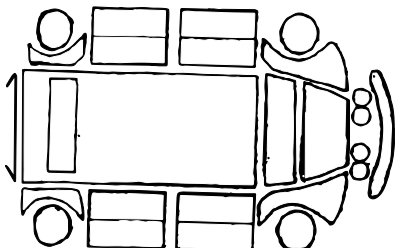
Date

APPROVED: _____
Principal Date Transportation Date

Drivers Note: Please fill in the blank spaces below

VEH. NO. _____ **DRIVER** _____ **SPEEDOMETER: OUT** _____ **IN** _____

TOTAL MILES _____



VEHICLE CONDITION - OUT _____ **IN** _____
DRIVERS INITIAL INSPECTOR INITIAL

OUTSIDE: _____

INSIDE: _____

DATE: _____

INSPECTED BY: _____