

## SCHOOL DISTRICT OF BAYFIELD VEHICLE REQUEST FORM

**This request is only valid if reason for trip has been approved by supervisor. Individuals not making a request for transportation at least ten (10) days in advance will not be guaranteed transportation for the activity. Trips for students will take precedent over staff only requests.**

Requesting Staff Member (Please Print): \_\_\_\_\_

Date of Request: \_\_\_\_\_ Destination: \_\_\_\_\_

Reason for Trip: \_\_\_\_\_

Date(s) & Time Leaving: \_\_\_\_\_ Date(s) & Time Returning: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

<b>Vehicles Business Office</b>	<b>Capacity</b>	<b>Request By Checking</b>
2014 Ford Transit #1 (Gray)	Capacity 7	
2012 Chevy Traverse #2 (Silver)	Capacity 8	
2011 Chevy Traverse #3 (Gray)	Capacity 7	
2008 Express Van #4	Capacity 8	

<b>Buses/Truck David Weber</b>	<b>Capacity</b>	<b>Request By Checking</b>
2009 Bluebird Mini Bus #7	Capacity 29	
2016 Collins Mini Bus #2	Capacity 29	
2017 International Bus #3	Capacity 72	
2016 Chevrolet Pick-Up	Capacity 3	

Approved:  Denied:  Reason for denial: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Please pick up keys from business office or Steve Dunn. Vehicle keys need to be returned promptly with full tank of gas. After approval, you will receive an email confirmation.