



# Vehicle Request Form

Updated 9/13/22



Please submit completed form to the District Administrative Assistant.

Driver Name:		Date Submitted:	
Name of class/group:			
Date of trip:	Departure Time:	Return Time:	
Destination:		City:	
Are students being transported? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how many?	
Names of those students mentioned above:			
Educational Objective (reason for vehicle use):			
Itinerary (descriptive plan for the trip):			
Gas Card needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Vehicle Needed (circle one):			
Silver mini-van (seats 7)	Red mini-van (seats 7)	Silver transit van (seats 10)	Wheelchair van (restricted use)

I agree to comply with the following expectations:

- ✓ All school rules apply when using school vehicles.
- ✓ Only the designated driver(s) – with district approval – may operate the vehicle.
- ✓ No tobacco, alcohol, or illicit drugs may be possessed or used by anyone in the vehicle.
- ✓ All traffic laws will be obeyed by the driver(s) and passenger(s).
- ✓ Seatbelts will be worn by the driver and all passengers at all times.
- ✓ Receipts from credit card will be submitted to the office.
- ✓ The driver is responsible for displaying appropriate conduct and enforcing appropriate conduct by passengers as representatives of the Princeton School District.

Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

Form Distribution:  Participant     District Administrative Assistant     Director of Bldgs & Grounds     Vehicle Calendar