

SONORA INDEPENDENT SCHOOL DISTRICT

**VEHICLE REQUEST**

Please Fill All Blanks

Today's Date \_\_\_\_\_ Campus \_\_\_\_\_ Department \_\_\_\_\_

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_ Destination \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_ Location of Departure \_\_\_\_\_

# of students \_\_\_\_\_ # of Sponsors \_\_\_\_\_ Total # of Passengers \_\_\_\_\_

# of Buses needed \_\_\_\_\_ Suburban \_\_\_\_\_ Band Van Truck \_\_\_\_\_

Driver needed. Who is your driver? \_\_\_\_\_

If request a specific vehicle, please give reason under "comments".

Comments:

---

---

Requesting Sponsor Signature

Administrator signature

---

---

All requests **MUST** be received by transportation at least **5 days** in advance of the departure time. All bus drivers or sponsors **MUST** verify arrangements with the bus barn before 12 noon the day before the trip or on Friday at 12 noon for weekend use. **Sponsors are responsible for seeing that buses are left clean! All trash should be picked up and removed from the bus and put in the dumpsters on site.**

---

OFFICE USE:

Starting Odometer: \_\_\_\_\_ Ending Odometer: \_\_\_\_\_

Total Miles: \_\_\_\_\_ Organization: \_\_\_\_\_

Comments: \_\_\_\_\_

---