

**MANCELONA PUBLIC SCHOOLS**

**REQUEST FOR USE OF SCHOOL VAN**

Person driving vehicle: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Time to pick up: \_\_\_\_\_ a.m./p.m.

Date Returned: \_\_\_\_\_ Time returned: \_\_\_\_\_ a.m./p.m.

Destination: \_\_\_\_\_

Purpose: \_\_\_\_\_

Number of persons being transported: \_\_\_\_\_

Names of persons: \_\_\_\_\_

Date submitted: \_\_\_\_\_  
Signature \_\_\_\_\_

Approved by: \_\_\_\_\_  
Principal Superintendent

If request is denied because of unavailability of a vehicle, permission may be granted to use personal vehicle and the school will reimburse mileage.

Date Key Issued: \_\_\_\_\_ Signature: \_\_\_\_\_

Beginning Mileage \_\_\_\_\_

Ending Mileage \_\_\_\_\_

Total Miles \_\_\_\_\_

Date Key Returned: \_\_\_\_\_