



West Park Elementary Vehicle Request



Date of Request: _____

The School Vehicle(s) may be used for any school activity, workshop, or conference. Arrangement must be made as early as possible to guarantee availability. Please return the approved, completed form to the Elementary Office.

Requested by: _____ Event: _____

Destination: _____

Date(s) requested: _____ Pick up time: _____ Return time: _____

Special Instructions: _____

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of any drug or alcohol within the past five years and that the information given above is true and correct.

Signature: _____ Date: _____

Driver's License Number: _____ Exp Date: _____

Additional Driver:

Signature: _____ Date: _____

Driver's License Number: _____ Exp Date: _____

Driver Instructions

When using a vehicle to transport student on field trips or other school activity trip, Please:

- Be sure that you have registered with the District for such purpose, have notified the District of your activity, and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.
- Check the safety of the vehicle: tires, brakes, lights, horn, suspension, etc.
- Carry only the number of passengers for which the vehicle was designed for.
- Indicate vehicle condition on the Vehicle Inspection Report form.
- REQUIRE EACH PASSENGER TO USE A SAFETY BELT.

Office Use Only

Received By: _____ Date: _____

Approved My: _____ Date: _____

Beginning Miles: _____

Ending Miles: _____

Total Miles: _____