

MUHLENBERG SCHOOL DISTRICT

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TRANSPORTATION

***Van Request Form***

Complete this form to request use of Muhl SD vans

Please contact Erica Brumbach with any questions.

**Date of trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Departure time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of riders: \_\_\_\_\_\_ Name of Driver(s) (for a van):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of vehicle requested (circle one): ★ Van ★ Trailer**

***THIS SECTION COMPLETED BY TRANSPORTATION DEPARTMENT***

**Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Penn DOT approved driver: Yes: \_\_\_\_\_ No: \_\_\_\_\_**

**Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assigned vehicle: M-8 M-9 M-11 (7 passenger) M-12 M-13 TRAILER**

## Please indicate if you need a trailer box. Yes: \_\_\_\_\_ No: \_\_\_\_\_

**MUHLENBERG SCHOOL DISTRICT**

**Buildings/Grounds/Transportation**

**Instructions for Vehicle Use:**

➔ Drivers must be on the approved driver list with Muhlenberg School District

➔ Drivers are responsible for pick up and drop off of keys

* Vehicles are to be returned to the Administration/Middle School parking lot. After hours please return keys to the Administration drop box located on the rear entrance of the Administration building.

➔ Be sure to fill out this form completely.

➔ The gas reading should be recorded at the end of the trip.

***PLEASE CLEAN UP AND EMPTY ALL TRASH OUT OF THE VEHICLE UPON YOUR RETURN.***

**Mileage:** Start: \_\_\_\_\_\_\_\_\_\_\_Return: \_\_\_\_\_\_\_\_\_\_\_\_\_ Total Miles: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gas Gauge:** (Circle one) E ¼ ½ ¾ F

**Van #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Group:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Destination**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Driver’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAKE SURE ALL LIGHTS ON THE VANS ARE TURNED OFF!!!

Notes/Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_