

REQUEST TO USE SCHOOL CAR

Community R-VI School District
35063 Highway BB
Ladonia, MO 63352-3017

Instructions:

1. Requests must be submitted prior to each trip and sent to the superintendent.
 2. A separate request must be submitted for each trip.
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THIS SECTION TO BE COMPLETED BY PERSON REQUESTING USE OF CAR

DATE OF TRIP _____

DESTINATION _____

PERSON REQUESTING USE OF CAR _____

TIME OF DEPARTURE FROM SCHOOL _____

ESTIMATED TIME OF RETURN _____

DATE REQUEST SUBMITTED _____

COMMENTS OR SPECIAL INSTRUCTIONS:

THIS SECTION FOR APPROVALS

APPROVED BY _____ DATE _____

THIS SECTION TO BE COMPLETED BY THE DRIVER

MILEAGE END _____ TIME RETURN _____

MILEAGE START _____ TIME LEFT _____

MILES TRAVELED _____ TOTAL TIME _____

DRIVER SIGNATURE _____ DATE _____

COMMENTS/REPORT ON PROBLEMS ENCOUNTERED/NEEDED REPAIRS: