

USD 320 VEHICLE REQUEST

REQUESTING: BUS ___ VAN ___ CAR ___

Instructions:

1. ALL requests MUST BE SUBMITTED to Transportation department NO LATER THAN 4PM WEDNESDAY the week prior to the Trip.
2. Vehicle Requests **MUST** be approved and signed by Building Principal.

This Section completed by Teacher/Principal

Date of Trip	School	Pick Up Point	Destination	
Departure time from School	Return to School time	Group		
Number of Riders	Teacher/Staff Responsible	Date Submitted	Regular Ed _____	Special Ed _____
			Athletic _____	
DIRECTIONS/SPECIAL INSTRUCTIONS (EX. Street Address)				
Approved by:		Title:	Date approved	

This Section completed by Driver and Returned

INSTRUCTIONS:

This section **MUST** be completed by driver and returned to the Transportation Office.

<p>Driver Name: _____</p> <p>Vehicle Number: _____</p> <p>Bus Driver - Time</p> <p> Start: _____</p> <p> Finish: _____</p> <p>Total Time: _____</p> <p>All Drivers:</p> <p>Mileage</p> <p> Return: _____</p> <p> Start: _____</p> <p>Total Miles: _____</p>	<p>DISTRICT VEHICLES (Van/Cars)</p> <p>Picked Up:</p> <p> Fueled: YES NO</p> <p> Clean: YES NO</p> <p>Safety Inspection Preformed:</p> <p> (See Reverse) Initial _____</p> <p>Returned:</p> <p> Fueled/Receipt: YES NO</p> <p> Clean: YES NO</p> <p><i>Remember to check for personal items</i></p> <p>BUS:</p> <p> Copy of <u>SPONSOR'S USE OF DISTRICT VEHICLES</u> Provided to Sponsor</p> <p>Sponsor</p> <p>Signature: _____</p>
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Enclosure 3: Vehicle Operator Inspection
Checklist

❖ General vehicle appearance

Vehicle Clean

No evidence of vehicle leaks under
vehicle

Tires properly inflated

Dents, scratches

Windows clean and no cracks

❖ Vehicle Interior

Interior Clean

Ice scraper present

Seats not torn

Safety items present in passenger
compartment or trunk

- Triangle Kit
- Fire Extinguisher
- First Aid Kit
- Body Fluids Clean Up Kit

❖ Start the vehicle

All gauges in proper operating range.
Fuel tank is full.

Adjust the mirrors

Headlights and marker lights operational.
Check high beam and low beam.

Tail lights and brake lights operational

Turn flashers operational

Hazard lights operational

Horn operational

❖ Wipers work

The following items are recommended for
the operator to assess to minimize their
opportunity for a breakdown while on their
trip:

❖ Under the Hood

Oil level

Drive belts not worn and no more than ½
inch of slack

Power Steering fluid level

Transmission fluid levels (checked when
vehicle is warm on most vehicles)

Brake fluid in master cylinder

Windshield washer fluid levels

Coolant / Anti-freeze

All operators are encouraged to visit with the
Transportation Director if they are not sure how
to check any of these items. He/she will gladly
show you how to check these items.