

# DISTRICT VEHICLE REQUEST FORM

Please send final requests to: Kris Saulsbury, Transportation Coordinator

[kristie.saulsbury@lexschools.org](mailto:kristie.saulsbury@lexschools.org)

Person Requesting

Transportation: \_\_\_\_\_

Number of Adults: \_\_\_\_\_

Contact Phone

Number: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Trip Departure Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Trip Return Date: \_\_\_\_\_

Return Time: \_\_\_\_\_

Destination(s): \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

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## TRANSPORTATION COORDINATOR USE ONLY

Date: \_\_\_\_\_

Request Granted

Vehicle Assigned: \_\_\_\_\_

Request Denied

Mileage for use of Personal Vehicle Approved?

Yes

No

Other Information: \_\_\_\_\_

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## TRIP INFORMATION

**TIME**

Start trip time: \_\_\_\_\_

End trip time: \_\_\_\_\_

Total trip hours: \_\_\_\_\_

**MILEAGE**

Starting Mileage: \_\_\_\_\_

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

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