

Emmett School District #221
STAFF VAN REQUEST FORM

Bus Shop Fax:
208-365-2459

Use of school district VANS is available for Administrators and Staff only. All van trips must have prior approval from the superintendent before submitting transportation request forms to the bus shop.

IMPORTANT: ALL requests MUST BE submitted to The BUS SHOP 10 SCHOOL DAYS prior to the date of the trip.

Building: _____

Today's Date _____

Date of Trip _____

Group: _____

Pick up Van @ Bus Shop _____ A.M. P.M.

Depart for Destination _____ A.M. P.M.

of Adults: _____

Arrive at Destination _____ A.M. P.M.

Contact Person: _____

Depart From Destination _____ A.M. P.M.

Return Van to Bus Shop _____ A.M. P.M.

Description of Trip: (Please include location and purpose of trip) _____

*****NO STUDENT TRANSPORTATION IN VANS*****

Funding Source / Code: _____

Yes No Has the driver been preapproved to drive a district vehicle? Must have Full Name, DL # and Date of Birth submitted to bus shop at least 1 week prior to trip.

List full names of the "ESD employees" that will be driving the district van:

Yes No Has this trip been approved by the Superintendent?

| | |
|---|---|
| <p>Teacher Signature _____</p> <p>Administrator Signature _____</p> | <p>DO NOT FILL OUT THIS AREA</p> <p>FOR BUS SHOP USE ONLY</p> <p>Athletic Activity <input type="checkbox"/> _____</p> <p>Administration <input type="checkbox"/> Van # _____</p> <p>ESD Staff <input type="checkbox"/> _____</p> <p>Total Miles _____</p> |
| <p>_____ <i>Superintendent Signature</i></p> <p>Date: _____ Approved <input type="checkbox"/> Denied <input type="checkbox"/></p> | |