



Summerville Union High School District



Transportation Request

Request Date: _____ Request By: _____

Number of Vehicles: _____ Vehicle Requested: ☐ Bus ☐ Suburban

Number of Passengers: _____ Group: _____

Date(s) needed: _____ Departure Time: _____ Return Time: _____

Destination(s): _____

Anticipated driver(s) (Staff, volunteer or coaches need to be cleared through district office).

Name	Position (Staff, Volunteer, Etc.)	Cleared (Office Use)

Vehicle Use Expectations

Summerville Union High School has vehicles for transportation needs for smaller groups and activities.

- Most of our vehicles can transport 7 passengers along with a driver.
- Requests should be made at least 72 hours prior to use.
- Vehicles are available on a first come, first serve basis.
- ALL drivers need to complete the JPA transportation paperwork and be cleared by the district and transportation offices.
- Teams/Groups will be responsible for damage, excessive cleaning or equipment loss charges.

Group use expectation for vehicle use upon return of vehicle to transportation department.

- ✓ All items, including trash should be removed from the vehicle.
- ✓ Windows should be rolled up and doors should be locked and secured.
- ✓ Keys should be returned to the drop box on bus barn immediately after use.

Approved By: _____ Date: _____

Site Administrator

Approved By: _____ Date: _____

Transportation Supervisor

Transportation Use ONLY:

Vehicle Assignment: _____

Key Assignment (If needed): _____