

VAN FORM

TODAYS DATE: _____

DATE & TIME REQUESTED _____

DESTINATION: _____

PURPOSE OF TRIP: _____

DRIVER: _____

NUMBER OF PEOPLE ATTENDING: _____

PLEASE SIGN FORM AND RETURN TO SUE SIEMENS
TRANSPORTATION DEPARTMENT. I WILL ARRANGE TO DELIVER THE
KEYS TO YOU. INSIDE THE VAN WILL BE A CLIP BOARD WITH A
MILEAGE SHEET. THIS SHEET NEEDS TO BE FILLED OUT EACH TIME
YOU USE THE VAN. THE DRIVER WILL NEED TO PROVIDE THE
DISTRICT WITH A COPY OF HIS/HER DRIVER'S LICENSE.

Please make sure the keys are returned to me following the trip. You
can send them down in the interoffice mail to my attention.

We have an I-pass for the vans so if you need to use it please let me
know so I can have it in the van.

SUSAN SIEMENS

TRANSPORTATION DIRECTOR

PECATONICA SCHOOLS