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Sonora Union High School District

100 School Street • Sonora, California 95370

ATHLETIC REQUEST FOR SCHOOL-OWNED VEHICLE

(All Vehicle Requests are to be sent to the Athletic Director)

Request Date: _____ Organization/Employee: _____

Number of Vehicles Requested: _____ Vehicle Requested: (Circle One) Bus Suburban

Number of Passengers: _____ Funding Source: _____

Dates Needed: _____

Departure Time: _____ Return Time: _____ Destination: _____

Purpose of Trip: _____

Advisor In Charge: _____ Signature: _____ Date: _____

(Please Print)

(Invalid if not signed)

Athletic Director: _____ Signature: _____ Date: _____

(Please Print)

(Invalid if not signed)

Transportation Rep: _____ Signature: _____ Date: _____

(Please Print)

(Invalid if not signed)

REGULATIONS REGARDING VEHICLE RENTAL:

1. Please give at least 72 hours notice for requested vehicle to assure that there is one available for you.
2. There is no guaranty that a vehicle will be available, so please fill out request as soon as possible.
3. All state laws, district policies, and administrative regulations are to be observed.
4. A trip sheet is to be turned in to the Transportation Department for every trip.
5. When needed, a credit card may be secured from the Transportation Department.
(Gas charge slips and the card are to be turned in to the Transportation Department upon your return.)
6. Rental group will be charged for damage to the vehicle, excess cleaning time, vandalism, and late cancelations in the event a vehicle is from a rental company.