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**Sonora Union High School District**

100 School Street • Sonora, California 95370

**STAFF REQUEST FOR SCHOOL-OWNED VEHICLE**

*(All Vehicle Requests are to be sent to the Principal)*

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)

Principal: \_\_\_\_\_ 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.