

# 2016 / 2017 VAN RESERVATION REQUEST

Anyone transporting students must have a current Type II license endorsement.  
 Vans are located at the Transportation Department.

**\*The driver is responsible for cleaning and fueling the van - additional charges may apply.**

Current Date  # of Vans Requested  # of Passengers Including Driver

**Seating Guidelines: Please call Dispatch at 501-1352 to determine number of vans required for safety.**

Van Pickup Date  Van Return Date

Pickup Time  Return Time

Activity / Sport / Group  School

Destination

Do you require a Transportation Employee Driver?  If **YES**, the driver(s) will be scheduled by Dispatch.  
 If **NO**, please list the van driver(s):

Van Driver 1  After Hours Contact #

Van Driver 2  After Hours Contact #

Requested By  Account Code

**THIS SPACE COMPLETED BY THE TRANSPORTATION OFFICE**

# Miles  Cost per Mile  Mileage Cost

**Transportation Employee Driver - Billed on Monthly Activity Trip Report**

Driver(s) Assigned \_\_\_\_\_ Van(s) Assigned \_\_\_\_\_

REG Time <input type="text"/>	OT Time <input type="text"/>	TOTAL TIME <input type="text"/>	<b>TOTAL TRIP COST</b> <input type="text"/>
REG Time Cost <input type="text"/>	OT Time Cost <input type="text"/>	TOTAL Time Cost <input type="text"/>	

Van Request # \_\_\_\_\_

FUEL - GAL= \_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_  
 FUEL - GAL= \_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_  
 FUEL - GAL= \_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_

HOURS - REG= \_\_\_\_\_ / OT= \_\_\_\_\_  
 HOURS - REG= \_\_\_\_\_ / OT= \_\_\_\_\_  
 HOURS - REG= \_\_\_\_\_ / OT= \_\_\_\_\_