

# Frederick Public Schools Vehicle Request Form

**Request forms must be submitted no later than one week before usage.**

Request By: \_\_\_\_\_

Activity: \_\_\_\_\_ Passenger #: \_\_\_\_\_

Date to Leave: \_\_\_\_\_ Date to Return: \_\_\_\_\_

Pickup Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Destination: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- Sponsors will inspect condition of bus following each trip.
- Sponsors are responsible for maintaining a clean and safe bus. Please remove all litter, close all windows and lock all doors. Place keys in the night slot outside the bus barn door.
- There is No Smoking in School Vehicles.

**IN CASE OF BREAKDOWN OR ACCIDENT CALL  
JOHNNY GARZA 580-770-1778 or Mr. VANDERBURG 580-418-0005**

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## OFFICE USE ONLY

Vehicle/Bus # \_\_\_\_\_

Driver: \_\_\_\_\_

\_\_\_\_\_  
Transportation Signature

\_\_\_\_\_  
Date