Fletcher Academy
Vehicle Request Form

It is our goal to provide you with clean, safe, and reliable transportation. Here is how you can help us meet that goal;

- ✓ Submitting your request as soon as possible.
- ✓ No eating or open drink containers are allowed.
- ✓ Make sure the vehicle is swept and clean when you're finished.
- ✓ Report any concerns, damages, or needed repairs immediately.
- ✓ Make sure windows and doors are locked and secure.
- ✓ Backup or use reverse only when necessary.
- ✓ Return keys promptly to administrative office.
- ✓ Cost includes fuel

❑ 15 passenger Mini-Bus .75/mile ~ 1.00/mile	❑ 6 Passenger Car Taurus .35/mile
❑ 44/66 Passenger Blue Bird Bus 1.00/mile ~ 1.50/mile	❑ 6 Passenger Car Cadillac .35/mile
❑ 47 Passenger Coach Bus 1.50/mile ~ 2.00/mile	❑ 7' x 16' Trailer 20.00/day
❑ 47 Passenger Coach Bus 1.50/mile ~ 2.00/mile	❑ 4' x 6' Trailer 10.00/day

Department _____ Destination_____

Group Contact Person _____ Phone # _____

Pick up Date _____ Time _____am/pm

Return Date _____ Time _____am/pm

Driver* _____ Estimated Miles_____
* Approved by administration

To be completed by Transportation Department

Beginning Mileage _____

Ending Mileage _____

Total Miles X Rate _____

Total Cost _____

Received By _____ Date _____