

Received by _____

Date _____

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

- | | |
|--|-----------------------|
| <input type="checkbox"/> 6 Passenger Car | .35/mile |
| <input type="checkbox"/> 15 passenger Mini-Bus | .75/mile ~ 1.00/mile |
| <input type="checkbox"/> 36/54 Passenger Chevy Bus | .75/mile ~ 1.25/mile |
| <input type="checkbox"/> 44/66 Passenger Blue Bird Bus | 1.00/mile ~ 1.50/mile |
| <input type="checkbox"/> 47 Passenger Coach Bus | 1.50/mile ~ 2.00/mile |
| <input type="checkbox"/> 7' x 16' Trailer | 20.00/day |
| <input type="checkbox"/> 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 _____

TO BE COMPLETED BY TRANSPORTATION DEPARTMENT

Beginning Mileage _____ Ending Mileage _____

Total Miles * Rate _____ Total Cost _____

* Approved by administration