

**Vehicle Requisition**

Today's Date \_\_\_\_\_ Bus \_\_\_\_\_ SPV \_\_\_\_\_

Trip Date \_\_\_\_\_ Departure Time \_\_\_\_\_AM/PM Return Time \_\_\_\_\_AM/PM

Number of Passengers \_\_\_\_\_

Destination \_\_\_\_\_ Driver \_\_\_\_\_ (if SPV)

Person submitting this form: \_\_\_\_\_

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*To be completed by the Transportation Director*

Vehicle Assigned \_\_\_\_\_

Transportation Director \_\_\_\_\_ Date \_\_\_\_\_

Inside Indianapolis 465 Loop: Yes \_\_\_\_\_ No \_\_\_\_\_

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*Instructions to Sponsor: This portion of the form is your responsibility and must be completed in its entirety and returned to the Transportation Director after the trip. This information is required.*

Trip Date \_\_\_\_\_ Departure Time \_\_\_\_\_AM/PM Return Time \_\_\_\_\_AM/PM

SPV/Bus Used \_\_\_\_\_ Driver \_\_\_\_\_

Odometer Start \_\_\_\_\_ Odometer Finish \_\_\_\_\_

**Before Departure**

1. Record Mileage \_\_\_\_\_
2. Check Vehicle \_\_\_\_\_

**Upon Returning**

1. Record Mileage \_\_\_\_\_
2. Check for students,  
Bags, coats, etc. \_\_\_\_\_
3. Trash Cleaned Up \_\_\_\_\_
4. Describe any issues  
below \_\_\_\_\_

Driver/Sponsor's Signature \_\_\_\_\_

Remarks \_\_\_\_\_

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**Academic/Extra-Curricular/Athletic Trip Request**

Staff Member \_\_\_\_\_ Class \_\_\_\_\_

Cost to Students \_\_\_\_\_ Trip Date \_\_\_\_\_

# of Staff \_\_\_\_\_ # of Chaperones \_\_\_\_\_ # of Students \_\_\_\_\_

**Select one of the following:**

- 1. Athletic Trip \_\_\_\_\_ (*A school-sponsored sporting game or related activity*)
- 2. Academic Trip\* \_\_\_\_\_ (*A trip that is standards-based and directly connected to the classroom*)
- 3. Extra-Curricular Trip \_\_\_\_\_ (*A trip for academic teams or school-sponsored clubs*)
- 4. Recreational Trip \_\_\_\_\_ (*A trip that does not have any direct educational purpose and does not meet any of the above criteria*)

\*Course of Study \_\_\_\_\_

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
Date

Submit completed form to the building secretary for any academic trips. Otherwise forward to the building principal for approval.

**Secretary (if applicable)**

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Date

**Building Principal**

Approve \_\_\_\_\_ Reject \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**Transportation Director**

\_\_\_\_\_  
Transportation Director's Signature

\_\_\_\_\_  
Date