

NORTH PANOLA SCHOOL DISTRICT

"Leadership • Collaboration • Innovation"

Dr. Wilner Bolden III, Superintendent

470 Highway 51 North - Sardis, MS 38666

(P) 662-487-2305 - (F) 662-487-2050

VEHICLE REQUEST FORM

The following information is provided to ensure timely planning, maximum use, prompt maintenance, and chain-of-custody of district vehicles.

- Vehicles will be released on a first-come, first-served basis, with the exception that the farthest trip warrants the newest/most capable vehicle.
- Please keep the vehicle interior clean and remove all personal belongings before returning.
- Report any problems with the vehicle or mishaps experienced during the trip.

Name: _____ Destination: _____

Dates: _____ to _____

Purpose of trip: _____

Date/Time of Pickup: _____ at _____ a.m. / p.m.

Date/Time of Return: _____ at _____ a.m. / p.m.

State-required workshop/training: YES NO Number of Passengers: _____

Signature of requestor: _____ Date: _____

Phone number where you can be reached for verification: _____

Phone number where you can be reached during the trip: _____

Signature of principal/supervisor: _____ Date: _____

Administrative use only

Request: ☐ **Approved**
☐ **Denied**

MVR on file: ☐ **Yes**
☐ **No**

Reason for denial: _____

For all transportation information or verification, contact **Mark Gross**, Transportation Supervisor at (662) 710-7037 or mgross@northpanolaschools.org