

# **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: \_\_\_\_\_

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*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](mailto:mgross@northpanolaschools.org)