Granted:

Vehicle #:

CC #:

Emailed:
Date:

White Pine County School District

TRANSPORTATION REQUEST FOR BUS(ES)_____ CAR(S)_____ SUV(S)_____

Request must be submitted with itinerary at least one week prior to departure date.

Reasons for transportation:_____

Destination

TO:_____ FROM:_____

Date vehicle needed:_____ Date _____ ☐AM ☐PM Time

Date vehicle to be returned:_____ Date _____ ☐AM ☐PM Time

Name of Adult(s)

_____ _____

_____ _____

_____ _____

_____ _____

Number of_____ Student(s) to be transported **(Itinerary is mandatory if students are involved)**

Person requesting vehicle:_____ Approved by supervisor_____
Signature

Vehicle must be returned to the Central Office/Bus Garage immediately upon completion of the trip.

PASSENGER VEHICLE (Drivers of District Vehicles much complete)

Starting Mileage_____ Ending Mileage_____

Check (√) Appropriate Boxes

	Pass	Fail	N/A	Pass	Fail	N/A	Pass	Fail	N/A
Windshield	☐	☐	☐ Headlights	☐	☐	☐ Rearview Mirrors	☐	☐	☐
Side Glass	☐	☐	☐ Taillights	☐	☐	☐ Steering	☐	☐	☐
Rear Glass	☐	☐	☐ Turn Signals	☐	☐	☐ Windshield Wipers	☐	☐	☐
Horn	☐	☐	☐ Parking Light	☐	☐	☐ Emergency Break	☐	☐	☐
Muffler	☐	☐	☐ Break Light	☐	☐	☐ Safety Belts	☐	☐	☐
Air Bag Ligh	☐	☐	☐ Breaks	☐	☐	☐ Shoulder Harness	☐	☐	☐
Fenders	☐	☐	☐ Tires	☐	☐	☐			

Signature:_____

** All Drivers of WPCSD Vehicles must have a current Nevada Driver license on file with Transportation.
Revised 3/13/2024