



SCCSD District Vehicle Request Form

Date

Name

Phone Number

(Please provide a personal phone number where we can reach you should it be necessary for coordination of pickup/return of the car. Do not use the school phone number here.)

School

Principal

Department

City

State

Zip Code

Title of Workshop/ Meeting/Event

Purpose Of Trip

Destination

Destination

If out of town, please fill in second (2) destination box above.

Date of Departure

Date of Return

Does your Workshop/Meeting require approval from the Superintendent prior to attending the event?

Select One Yes No

If required, has your Workshop/Meeting been approved by the Superintendent for attendance/travel?

Select One **Yes** **No**

All accidents, maintenance, or mechanical problems with a vehicle during a business trip should be reported immediately to the Transportation Director at (662) 887-1502 or (662) 207-7916.

Vehicle is to be picked up from the district bus shop located at 172 Hwy49 N and returned to this location after your event. No vehicles are to be left outside schools or other unsecured locations. It is your responsibility to ensure that the parking lot gate is locked after you exit the lot if departure time is after 3:30p.m, or prior to 6:00 a.m. on normal school days.

Vehicle keys will be checked in/out through Sheley Wilson at the Central Office building - 196 N. Martin Luther King Drive. You will be required to sign for the key check-out and produce a copy of your valid driver's license. You will be held responsible for the prompt return of the keys once you have returned from your event and held liable for lost keys.

**Send request to: Sheley Wilson at swilson@sunflowerk12.org
(662) 887-4919 Ext. 116**