

School Vehicle Use Authorization Form

This **school vehicle use authorization form** must be completed and approved prior to the use of any school vehicle. This process helps ensure the safe and responsible use of school vehicles by qualified personnel, and compliance with school policies and regulations.

| Driver & Vehicle Information | | | |
|--|-------------------------------------|------------------------|----------------------|
| Name of Driver | <input type="text"/> | Employee/ID No. | <input type="text"/> |
| Driver License Number | <input type="text"/> | Phone Number | <input type="text"/> |
| Vehicle Type/Model | <input type="text"/> | License Plate | <input type="text"/> |
| Trip Information | | | |
| Date(s) of Use | <input type="text"/> | Departure Time | <input type="text"/> |
| Return Time | <input type="text"/> | Destination | <input type="text"/> |
| Purpose of Use | <input type="text"/> | | |
| Passengers (Names/Groups) | <input type="text"/> | | |
| Authorization | | | |
| Requesting Staff Signature | Date <input type="text"/> | | |
| Supervisor/Administrator Approval | Date <input type="text"/> | | |

For Office Use Only:

Vehicle Inspected: Yes Fuel Level Checked: Yes Keys Released: Yes

NOTE: All usage must comply with school transportation policies. Any accidents or vehicle issues must be reported immediately.