SCHOOL DISTRICT OF WESTFIELD
TRANSPORTATION DEPARTMENT

Staff Vehicle Use Request Form

Date Submitted _____

Departure Date _____ Return Date_____

Departure Time _____ ☐AM ☐PM Return Time (approx) _____ ☐AM ☐PM

Number of Vehicles (check one) ☐1 ☒2 ☐3 ☐4

Number of Passengers _____

Destination _____

Vehicle(s) Request By:

Name _____

Department _____

Phone _____ Ext. _____

Please submit request **at least 7 days prior** to departure date to ensure reservation of vehicle(s) and it is highly recommended that you contact the Transportation Department at 608-296-3030 at least 2 days before departure for confirmation of your vehicle reservation. Retain one copy of this request for your records. The Transportation Department will complete the bottom of this form and return a copy to you to confirm that your request has been approved, modified or denied.

Return gate key and/or Fuel ID Card, if issued, into yellow return box next to door on garage during non-regular hours or if no-one is available when you return the vehicle(s).

It is the responsibility of the driver to check the engine oil and other necessary fluids while using vehicle(s). If at any time problems occur while using the vehicle(s) or if you are in an accident, please call the Transportation Department or numbers as provided on Emergency Contact Card immediately. Please inform the Transportation Department of any non-emergency vehicle problems upon return.

It is at the sole discretion of the Transportation Director or designee as to which vehicle(s) will be issued, whether the Fleet Fuel Card will be designated as Fuel Only or Fuel/Oil, if a Fuel ID Card is to be issued and if a gate key is to be issued.

The Transportation Department cannot guarantee vehicle availability and reserves the right to: deny any vehicle request, reduce the number of vehicles requested, limit the time of usage and/or any other actions deemed necessary, with or without notice, due to School District needs.

TRANSPORTATION DEPARTMENT USE ONLY

Date Request Received _____ ☐ Approved ☐ Modified ☐ Denied

Vehicle # Issued _____ Vehicle # Issued _____ Vehicle # Issued _____ Vehicle # Issued _____

Fuel Card - ☐Fuel Only ☐Fuel/Oil Fuel ID Card - ☐Yes ☐No

Regular Hours Return - ☐Yes ☐No Gate Key Issued - ☐Yes ☐No

Reason for denial or modification if applicable:

_____

_____

Authorized by: _____ Date _____