



VEHICLE REQUEST FORM

Person making request: _____

Organization making request: _____

Date of Trip: _____

Destination: _____

Departure Time: _____

Return Time: _____

Sponsor(s): _____

Campus: _____

Total Number, Students and Sponsors: _____

Driver: _____

Purpose of Trip: _____

Other Information: _____

Date Approved: _____

Vehicle(s) Assigned: _____

PRINCETON ISD VEHICLE USAGE

1. Drivers and all passengers must wear a seatbelt at all times.
2. Please do not leave the key in the ignition.
3. Return key to Auxiliary Services Offices no later than 7:45 AM on the day following the trip. If the vehicle is used on a weekend, return the key on Monday.
4. All vehicles should be picked up and returned to the bus lot adjacent to the Auxiliary Services Bldg.
5. Bus lot gates are to be locked if trip ends after office hours.
6. Please keep vehicles clean.
7. Please close all windows after returning from trip.
8. Drivers must be employed by Princeton ISD.
9. report any damage or malfunction of vehicle to the Director of Auxiliary Services as soon as possible.