

Forest Area Community Schools
Request for use of school vehicle

Vehicle Requested: _____

Date to Leave: _____ Time to Leave: _____ AM PM

Date to Return: _____ Time to Return: _____ AM PM

Destination: _____

Purpose: _____

Person Driving Vehicle: _____

Other Persons Riding: _____

Date Requested: _____ Signature: _____

Approval Signature: _____

- You'll need to pick the keys up from Central Office. With the vehicle key is a key to the garage.
- The vehicle is parked in the garage with the six doors. Be sure the garage door is closed tight and the entry door is locked when you leave.
- The vehicle will be fueled and ready for you. Don't refuel the vehicle unless you need fuel to return to the school.
- Registration and Insurance paperwork is in the glove box.
- Please don't eat or drink in the vehicle. Any spills or mess will be your responsibility to clean.
- Make sure you remove all personal items and trash from the vehicle when you return it.