

# PINE PLAINS CENTRAL SCHOOL DISTRICT

## TRANSPORTATION DEPARTMENT

### Transportation Vehicle Request Form

Request for use of a Transportation vehicle for school business should be made as early as possible – no later than two weeks in advance of the requested departure date. Both sides of this form must be filled out completely. You will be notified after this request is processed to confirm/deny your request based on availability. If you need a vehicle departing when the Transportation Office is closed, special arrangements for pick-up of the vehicle will be made. Please notify the Transportation Office when cancelling a vehicle so it may be made available for someone else.

#### DRIVER INFORMATION

Last Name

First

Driver's License Number

Street Address

Date & Time of Vehicle Pick-up

City

State

Zip

Date & Time of Vehicle Return

Building & Phone Extension for Driver

Driver Cell Phone Number

Purpose of Vehicle Request

Estimated Trip Mileage

Destination Information and Address

Are you requesting the use of a District EZPass?

Yes

No

#### INSTRUCTIONS FOR USE OF DISTRICT VEHICLES

1. It is imperative that the vehicle be returned by the time listed above. If there is a reason that this is not possible, please contact the Supervisor of Transportation.
2. Please include a photocopy of your driver's license with this form – a copy of your driving record will be pulled.
3. Please legibly print an accurate list of all passengers on the back of this Vehicle Request Form so we know who will be with you in case of an emergency. If you will have no other passengers, simply write "NONE" across the lines.
4. Vehicles are expected to be returned in the same condition in which they were released. Any noticeable vehicle damage must be reported prior to departing.
5. Registration, insurance cards, mileage report and instructions, and emergency phone numbers are in the vehicle binder.
6. Please note the following rules and regulations for use of school district owned vehicles:
  - a. All district owned vehicles must not exceed the speed of 55 miles per hour, regardless of posted speed limit.
  - b. All district owned vehicles must stop between 15-50 feet prior to a railroad track to verify there's no oncoming train.
  - c. All district owned vehicles are not permitted to make a right turn at a red light.
  - d. Only the driver listed above may operate the district owned vehicle.
  - e. Do not utilize the school bus sign and lights on top of the vehicle for any reason.
  - f. No alcohol is to be consumed within eight (8) hours prior to operating the vehicle.
  - g. No alcohol or tobacco products (including e-cigarettes, chew, etc.) are permitted to be used in the vehicle at any time.
  - h. Obey all vehicle and traffic laws while operating district owned vehicles.

Signature of Driver: \_\_\_\_\_

Date \_\_\_\_\_

FOR DISTRICT TRANSPORTATION USE ONLY

Received By: \_\_\_\_\_

Request (circle one):      APPROVED      DENIED

Reason if denied: \_\_\_\_\_

Signed: \_\_\_\_\_  
Supervisor of Transportation

SUBMIT COMPLETED FORM TO:

Pine Plains Central School District  
Transportation Department  
2829 Church Street  
Pine Plains, NY 12567

Phone: (518) 398-3000 ext. 3115  
Fax: 518-398-1140  
E-mail: lross@ppcsd.org

VEHICLES **WILL NOT** BE PROVIDED UNLESS A  
REQUEST FORM IS SUBMITTED.

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Names of Passengers Traveling in District Owned Vehicle (must not exceed 7 inclusive of the driver):

1. Driver \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

