

## VAN/TRUCK REQUEST

**Name:** \_\_\_\_\_ **Vehicle:** \_\_\_\_\_

**Date(s) Needed:** \_\_\_\_\_ **Destination:** \_\_\_\_\_

The person responsible for the vehicle must pick up the keys in the Maintenance Office. The vehicle must be signed for and inspected when the keys are picked up.

Vehicles may be driven only by authorized personnel. If you are not authorized to drive school vehicles, please see Shirilyn Holt.

Please notify the Maintenance Office of any damage or maintenance concerns when returning the vehicle.

Read and know emergency procedures (located in each vehicle).

Return the vehicle to the Maintenance Building. (After hours, park on the east side of the Maintenance Building and lock the keys in van.)

Thank you.

Brian Rightnowar  
Plant Superintendent