

**Board Vehicle Request**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

School: \_\_\_\_\_

Team/Group: \_\_\_\_\_

**Trip Details**

Destination: \_\_\_\_\_

Mileage: \_\_\_\_\_

Vehicle Check-out Date: \_\_\_\_\_ Check-out Time: \_\_\_\_\_

Vehicle Check-in Date: \_\_\_\_\_ Check-in Time: \_\_\_\_\_

Number of Staff: \_\_\_\_\_

Number of Students: \_\_\_\_\_

- ☐ I have completed and attached the Motor Vehicle Records Check and 03.1321 AP.22 are on file with the OCBE Transportation Department.

\_\_\_\_\_  
*Employee Signature*\_\_\_\_\_  
*Date*☐ Approved☐ Not Approved Reason: \_\_\_\_\_\_\_\_\_\_  
*Principal or Department Head Signature*\_\_\_\_\_  
*Date*

***Send approved forms to the OCBE Transportation Department after Motor Vehicle Record Check is completed.***

***Requests are granted on a first-come, first-serve basis. Availability is not guaranteed.***

Review/Revised: \_\_\_\_\_