



ADNA SCHOOL DISTRICT DISTRICT VEHICLE REQUEST

(Requests are to be submitted a minimum of 72 hours prior to trip)

Person requesting: _____

Date request submitted: _____

Date(s) vehicle needed: _____

Number of riders: Students _____ Adults _____ Total _____

Purpose: _____

Destination: _____

ETD (Estimated Time of Departure): _____

ETR (Estimated Time of Arrival): _____

Building Administration Approval: _____

Department code: _____

Date Request Received: _____ Time: _____

Maintenance & Operations Confirmation: _____

By: _____ Date: _____

Vehicle Assigned: _____

NOTE: All buildings should have keys for district vehicles and gate keys. Keys must be checked out and returned (after hours via key drop) at the district office for all athletic and extra-curricular events. For academic related events keys are to be checked out and returned to your building. All buildings are responsible of safe keeping of keys to district vehicles. If keys are lost a \$20.00 fee will be charged. Vehicles are to be free of litter when returned.