

NORTH FOREST INDEPENDENT SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
713.636.6708 office / 713.636.8115 fax

Form is also located on district website under transportation (Rental Request)

VEHICLE REQUEST FORM

Ending Mileage _____

Today's Date _____

Beginning Mileage _____

Date of Trip _____

VEHICLE ASSIGNED _____

Return Date _____

Leaving Time _____

#of Person(s) _____

Estimate Mileage (Round Trip) _____

Destination _____

Employee Name _____

School/Department _____

Home Phone# _____ Cellular Phone# _____

Purpose of Trip _____

Note:

- Request should be in five (5) working days prior to trip date.
- Please call the Transportation Department at least one (1) working day before your trip date for confirmation.
- There is a \$65.00/day charge for district suburban.
- When district vehicles are not available, outside rentals may be approved.

Signature of Principal

Date

Director of Department

Date

Deputy Superintendent for Education Operations/Designee

Date