



REQUEST FOR USE OF DISTRICT-OWNED VEHICLE

(Directions provided on back of form – Fax Form to 531-299-0415)

VEHICLE REQUEST:

Date of Request: 2/11/20

Name of Driver: THOMAS SORENSEN Confirmed driver has current license: School Bus Permit # H12769758

School or Department: OMAHA SOUTH HS

Event for which vehicle use is requested: Presidential Physical Fitness Challenge at Benson HS

City: OMAHA State: NE

Date(s) of Event: 9 APRIL 2020

Vehicle to be picked up at: 10:30 a.m. Date: 9 APRIL 2020

Vehicle to be returned at: 7:00 p.m. Date: 9 APRIL 2020

Type of vehicle requested: ☐ Car ☐ Van (Submit Request to District Transportation) ☒ Activity Bus ☐ Other: _____

Number of Passengers (including driver): 14 +1

Work Phone Number: 531-299-2791

Fax Number (for confirmation copy) 531-299-2816

Alternative Transportation to be used if vehicle use not approved: TWO SCHOOL VANS OR 50 PASS BUS



Building or Department Authorization for Vehicle Use

FEB 11 2020

Date

APPROVAL:

Request for Vehicle Approved: _____

Request for Vehicle Denied: _____

Superintendent's Office

Date

Vehicle Number to be assigned: _____ No Vehicle Available for Date(s) requested: _____

Transportation Department

Date

District-owned vehicles authorized for employee use may be picked up from the District Transportation Office, 3833 N. 72nd Street, Omaha, NE. Vehicles can only be picked up on the days of travel. In case of cancellation phone: (402) 572-5985. **DISTRICT-OWNED VEHICLES MAY ONLY BE USED FOR DISTRICT BUSINESS. NO PERSONAL USE OF A DISTRICT-OWNED VEHICLE IS ALLOWED.**

If an employee is involved in an accident while using a District-owned vehicle, the accident should be reported to the local police and to the District's Transportation Department (402-572-5985). If an accident occurs between 6:00 p.m. and 6:00 a.m. Monday through Friday or on the weekend, see the contact information provided with the vehicle.