



Greene County School System Vehicle Use Request Form

All vehicle use must be requested through the Transportation Department. Please call (706)-453-4115 to make your request and obtain confirmation of usage.

Requested by: _____ Department: _____

Trip Date: _____ Departure Time: _____ From: _____

Return Time: _____ to: _____

Vehicles available for use:

Car #1: White Contour Car #2: Ford 500 Car #3: Ford 500

List others being transported: 1. _____,

2. _____, 3. _____.

Destination: _____

Address: _____ City: _____

Special Notes: _____

Attachment:

Driver(s) Information: Copy of Driver's License

Request Procedures:

- Date of vehicle use will be checked by our system calendar.
- Staff member requesting vehicle must submit a copy of driver's license before use of vehicle is granted.
- Vehicle Use Form must be filled out prior to usage.
- All vehicles will be checked out at our Transportation Center.

