



Pahin Sinte Okayama
Porcupine School



SCHOOL VEHICLE REQUEST

Important: This form must be submitted to the Transportation Department **two (2) weeks** prior to needing the vehicle.

Note: Please ensure that the driver of the vehicle is on the school's vehicle insurance policy prior to driving.

Requesting Staff Member: _____

Date Needed: _____

Time – Leaving: _____ Returning: _____

Purpose for vehicle: _____

Is a driver needed: _____ Yes _____ No

Requestor's Signature

Date

Date Received by Transportation: _____

_____ Approved _____ Disapproved

Transportation Department

Date