



Vehicle Request Form

Please return forms to Kwantia Griffin in the Transportation Dept.

| Name | Date(s) Needed | Who will be driving? | Passenger Names | Destination | Reason for trip (i.e. conference, meeting etc...) |
|------|----------------|----------------------|-----------------|-------------|---|
| | | | | | |

Date Approved: / /

Approved By: _____

Vehicle Being Used: _____

Driver License Number: _____

Fuel card needed? Y or N # assigned _____

EZ pass needed? Y or N # assigned _____

Signature of Requestor: _____

Date Vehicle Returned: / /

Vehicle returned by: _____

Return Confirmed by: _____

Odometer reading at pick up _____ Odometer reading at drop off _____

All requests are approved by Transportation, contact Kwantia Griffin*

Vehicles are picked up and returned to:
Ithaca City School District Transportation Services
150 Bostwick Rd.
Ithaca, NY 14850
607-274-2128