

MUHLENBERG SCHOOL DISTRICT
Buildings/Grounds/Transportation
801 Bellevue Avenue
Laureldale, PA 19605
Phone: 610-921-8000 x 1240 Fax: 610-921-8076



Van/Bus request

Date of trip: _____ School: _____ Destination: _____

Departure time: _____ Return time: _____ Group: _____

Number of riders: _____ Name of Driver/s (for a van): _____

Teacher in charge (for a bus): _____

Type of vehicle requested (circle)

- ✓ Bus
- ✓ Van

THIS SECTION COMPLETED BY TRANSPORTATION DEPARTMENT

Date received: _____ Penn Dot approved driver: Yes: ____ No: ____

Received by: _____

Assigned vehicle: M-8 M-9 M-11 (7 passenger) M-12 M-13 TRAILER

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Instructions for Vehicle Use

- Drivers must be on the approved driver list with Muhlenberg School District
- Drivers are responsible for pick up and drop off of keys
 - Vehicles are to be returned to the Administration/Middle School parking lot. After hours please return keys to the Administration drop box located on the rear entrance of the Administration building.
- Be sure to fill out this form completely.
- The gas reading should be recorded at the end of the trip.
- **PLEASE CLEAN UP AND EMPTY ALL TRASH OUT OF THE VEHICLE UPON YOUR RETURN.**

Mileage: _____ Van # _____ Group: _____ Destination: _____

• Return: _____

• Start: _____

• Trip: _____

Gas Gauge: E ¼ ½ ¾ F
(Circle one)

Comments: _____

Print Driver's Name: _____ **MAKE SURE ALL LIGHTS ON THE VANS ARE TURNED OFF!!!**

Signature: _____ Date/Time: _____