

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-10 M-11 M-12 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: \_\_\_\_\_