

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

## Van request

Complete this form to request use of Muhl SD vans  
*Please contact Andrea Wolf or Beth Wentzel with any questions*

Date of trip: \_\_\_\_\_ School: \_\_\_\_\_ Destination: \_\_\_\_\_

Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_ Group: \_\_\_\_\_

Number of riders: \_\_\_\_\_ Name of Driver(s) (for a van): \_\_\_\_\_

Type of vehicle requested:

- ★ Van
- ★ Trailer

### THIS SECTION COMPLETED BY TRANSPORTATION DEPARTMENT

Date received: \_\_\_\_\_ PennDot 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: \_\_\_\_\_

Start: \_\_\_\_\_ Destination: \_\_\_\_\_

Return: \_\_\_\_\_

Total Miles: \_\_\_\_\_ Gas Gauge: E ¼ ½ ¾ F

(Circle one)

Print Driver's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**MAKE SURE ALL LIGHTS ON THE VANS ARE TURNED OFF!!!**

Notes/Comments: \_\_\_\_\_