

# Elkhart Independent School District

Camry / Fusion / Excursion / Expedition / Explorer Request Form

Revised 10/2018

Today's Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Requested by: \_\_\_\_\_

Name of Activity / Workshop: \_\_\_\_\_

## **DESTINATION:**

Region 7 ESC in Kilgore: \_\_\_\_\_ Other Location: \_\_\_\_\_ (Specify Below)

City: \_\_\_\_\_ Facility: \_\_\_\_\_ Hotel: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Number of: Students: \_\_\_\_\_ Staff: \_\_\_\_\_

Names of Staff Passengers: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_

Approved By: \_\_\_\_\_

## **TO BE COMPLETED BY DRIVER:**

**Beginning Odometer:** \_\_\_\_\_ **Ending Odometer:** \_\_\_\_\_ **Total Miles:** \_\_\_\_\_

Condition of Vehicle upon pickup at barn:

Gas Tank Full: **Yes / No**

Cleanliness of Vehicle:

Exterior **Yes / No**

Interior **Yes / No**

Windows **Yes / No**

**Driver's Signature:** \_\_\_\_\_

Comments: \_\_\_\_\_

### **Rules for Camry/Fusion/Excursion/Expedition/Explorer Use**

1. The Camry/Fusion/Excursion/Expedition/Explorer is to be checked out through and forms returned to the Superintendent's office.
2. No more than **nine** individuals may be transported in the Excursion/Expedition **including** the driver.
3. No more than **five** individuals may be transported in the Camry/Fusion **including** the driver.
4. No more than **seven** individuals may be transported in the Explorer **including** the driver.
5. If equipment is carried, it is to be reasonably clean before being placed in the vehicle.
6. The interior of the vehicle is to be cleared of personal belongings and clean upon returning from a trip.