

KAMEHAMEHA SCHOOLS MAUI Vehicle Request

To be completed by Requestor

Today's Date: _____ Requested By: _____ Contact Ph#: _____

Requesting (check one): Vehicle Only - Driver Name: _____ Contact Ph#: _____

Vehicle & Driver - Please list account to be charged: _____

Department ID# Account#

Vehicle(s) & quantity requested:

Truck, #: _____ Car, #: _____ 14-Pass. Van, #: _____ 4-Wheel Drive, #: _____

Mule/Club Car, #: _____ Cargo Van, #: _____ 14-Pass. Bus*, #: _____ Other: _____, #: _____

*Requires Certified/Trained Driver

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Trip Information (Please be specific and include complete information, attach itinerary/schedule, if available):

Trip/Purpose: _____ Destination(s): _____

Vehicle Pick up Date: _____ Time: _____ Number of passengers: Adults _____ Children _____

Departure Date: _____ Departure Time: _____ Pick up Location: _____

Return Date: _____ Return Pick up Time: _____ Drop off Location: _____

Requested by: _____ Date: _____
(Requestor's Signature) (Print Name)

Approved by: _____ Date: _____
(Supervisor/Principal Signature) (Print Name)

Approved by: _____ Date: _____
(Operations Dept.) (Print Name)

FOR OPERATIONS OFFICE USE ONLY

Request Approved

Request Denied Reason: Late Incomplete Other: _____

Comments: _____

Vehicle#: _____, Driver: _____ Vehicle#: _____, Driver: _____

Vehicle#: _____, Driver: _____ Vehicle#: _____, Driver: _____

HAIS Waiver Used Damage to Vehicle Accident Reported Other: _____

- Please review KS Policy 520[C] sections 520.40, 520.40A & 520.40B for driver expectations, roles, and responsibilities prior to requesting a vehicle.
- A valid driver's license is required for all drivers.
- Cancellations or changes must be communicated to the Operations office as soon as possible. Same-day cancellations for requests involving a driver will incur charges for the length of time the driver was expected to work.
- Drivers are required to complete a vehicle inspection prior to and after each use.
- Students must be transported in School Buses unless an approved waiver is obtained.
- Transportation of students in any type of vehicle will require a driver with a current school bus driver certification/training.
- Citations and/or accidents should be reported to your supervisor within 24 hours of occurrence.