

## ACBOE Activity Mini Bus Reservation Form

Step 1 – Reservation form is completed by staff and forwarded to administrator

Step 2 – Administrator approves and forwards by email to Sadie Russell

Step 3 – Reservations are a first come/first serve based on completed form and email submission

Step 4 – *Mrs. Sadie Russell* will communicate via email the status of the request

<b>NAME OF PERSON RESERVING VEHICLE:</b>	
DATE TO PICK-UP KEY(s) FOR VEHICLE(s): <i>pick up by 4:00</i> _____	
DEPARTURE TIME FOR TRIP _____	
DATE(s) VEHICLE WILL BE USED FOR TRIP _____	
REASON FOR TRIP _____	
COMPETITIVE EVENT Will any other AC team be competing at same Event?	YES _____ NO _____ YES _____ NO _____
GAS EXPENSE: (PLEASE COMPLETE APPROPRIATE CATEGORY)	
CLUB: _____	
ORGANIZATION: _____	
PROGRAM:	
____ Professional Development	
____ Title I	
____ Title VB	
____ Other _____	
DESTINATION (NAME OF CITY)	
DATE VEHICLE WILL BE RETURNED TO BUS SHOP	
DATE KEY(s) WILL BE RETURNED TO BUS SHOP	
<b>ADMINISTRATOR'S ELECTRONIC SIGNATURE</b> (email form to Sadie Russell)	
<b>NUMBER OF STAFF/STUDENTS TRAVELING IN VEHICLE – (Maximum of 14 + 1)</b>	
<b>For Office Use Only</b>	
VEHICLE RESERVATION APPROVED	
VEHICLE NOT AVAILABLE	
NAME WILL BE PLACED ON WAITING LIST	
CANCEL VEHICLE RESERVATION	
<b>EMPLOYEE RELEASE SIGNATURE</b>	
<b>DATE</b>	
<b>COPY OF DRIVERS LICENSE ON FILE</b>	

**"Please park the Mini Bus on the bus yard. Be sure to lock the fence on the weekends."**

Created 5/23/22

RVS 6/1/22 SR