
Oak Park & River Forest High School

School Van/Bus Request Form



Vehicle capacities including driver: Vans: 8 Buses: 15

Date Submitted (no earlier than 60 days prior to event): _____

Date/Dates of trip: _____

Days needed (please circle): S M T W Th F S

Vehicle(s) Requested: #of Vans _____ # of Buses _____

Destination: _____

Person in charge: _____

Driver: _____ License on File: _____

Department / Team / Club: _____

No. of adults: _____ No. of students: _____

Activity: _____

Departure time: _____ Return time: _____

Requestor Signature: _____

Division Head/Athletics Director/Student Activities Director Signature: _____

Note: Drivers must have a valid driver's license, be employed by the school (or be a coach/sponsor that has completed the HR criminal background check) and over 21 years of age. A copy of his/her current driver's license must be on file.

At no time can a student drive the vehicle.

- It is the responsibility of the users to return the vehicles with a full tank of gas.
- Please make sure the vehicles are locked after each use. The buses require the cylinder to be put back into the rear door for that door to be locked.
- Please make sure the vehicles are cleaned out after each use. Report any damage or mechanical problems immediately upon return.
- The vans have reserved parking spaces in the Southeast corner of the parking garage. The buses should be parked in the designated spots in the alley between the school and the parking garage. ***The buses will not fit in the parking garage.***

FOR OFFICE USE ONLY:

Vehicle: _____ Key Set #: _____ Issued To: _____

Date Issued: _____ Date Returned: _____

If you have any questions, call Pattie Collins at ext. 3698
Return form to the B & G Office – Room 198 or Mailbox 116