



SCHOOL DISTRICT 84 VANCOUVER ISLAND WEST

#2 Highway 28, Box 100, Gold River, BC V0P 1G0 Phone: 250-283-2241
Email Request to: sboadmin@viw.sd84.bc.ca

VEHICLE REQUEST FORM

All drivers must hold a valid driver's license and are required to submit a current driver's abstract prior to approval of vehicle use. Driver abstracts are obtained directly through the Insurance Corporation of British Columbia (ICBC) Online service at: <https://www.icbc.com/driver-licensing/getting-licensed/Your-driving-record>

Completed forms must be submitted to sboadmin@viw.sd84.bc.ca

Date Of Request:

Vehicles Requested:

Name of requester:

GL Account:

Purpose of trip:

Driver:

Departure Date:

Return Date:

Total # of Passengers

(If vehicle is need before 8am please list departure as the day before)

All bookings are subject to vehicle availability, and applicable procedures governing the safe and responsible use of vehicles. Requests will be considered on a first-come, first-served basis, with priority given to **District** use.

Drivers are responsible for returning District vehicles in good condition Including

- Refueling
- Clean
- Key returned
- **Completing the pre-trip and Post trip inspection on the back of this form**



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Vehicle Inspection Checklist

<u>Inspection Item</u>	<u>Pre-Trip</u>	<u>Post-Trip</u>
Exterior condition (note damage Below)		
Mirrors & windows		
Tire & tread (visual inspection)		
Lights & signals		
Fuel Level Start: _____ End: _____ KM Start: _____ KM End: _____		
Visual Check of interior – Clean, Organized, Waste Free (note Damage Below)		
ReFuled		
Emergency Backpack, Jumper cables, Traction Mat, Safety Triangle found in Trunk/backseat or spare compartment.		

Report damage/issues/Incidents

Drivers Signature: _____

Date _____

District Signature: _____

Date: _____