

GREENBURGH ELEVEN UNION FREE SCHOOL DISTRICT

PERSONAL VEHICLE USE AUTHORIZATION FORM

Date _____

Name _____

Telephone Extension _____

Title _____

School/Area _____

Destination _____

Reason for Trip _____

Has the use of a District Vehicle Been Requested? Yes No

Reason for Use of Personal Vehicle _____

Departure Time _____

Return Time _____

Estimated Mileage _____

Staff Member Signature _____

Building Administrator Approval _____

Please note that any claims for damage for the use of your personal vehicle on school business must be filed with your insurance company.