

CHARLES CITY COUNTY PUBLIC SCHOOLS
10910 COURTHOUSE ROAD
CHARLES CITY, VIRGINIA 23030

CAR USAGE FORM

NAME _____ DATE _____

DATE(S) CAR IS NEEDED _____

DESTINATION _____

****Pleas Note****

If a school vehicle is available for use for your official school business and you elect to use your personal vehicle, you will not be reimbursed for mileage.

If for school usage, the principal's signature is required.

****ONLY SCHOOL PERSONNEL CAN DRIVE AND BE TRANSPORTED IN SCHOOL VEHICLES.**

DEPARTURE TIME FROM CHARLES CITY _____

RETURN TIME TO CHARLES CITY _____ DATE _____

SIGNATURE OF USER _____

PRINCIPAL'S SIGNATURE _____

THIS SECTION TO BE COMPLETED BY THE TRANSPORTATION DEPARTMENT

DATE RECEIVED _____ DATE ACKNOWLEDGED _____

APPROVED BY: _____ DATE _____