

Vehicle Request Form How To

1. Log into Skyward Employee Access and Select Employee Vehicle Request

WEST SALEM SCHOOL DISTRICT

James Rasmusson Account Preferences Exit ?

Home Employee Information Time Off True Time

Employee Access

Jump to Other Dashboards

- *Calendar
- Employee
- Task Manager

Reset Dashboards Select Widgets

Task Processes

- Employee Vehicle Request**

Task History

Created	Process Description	Subject
Thu Aug 14 2:55pm	Employee Vehicle Request	
Wed Oct 23 4:00pm	Expiring License	
Thu Mar 21 2:36pm	Expiring License	
Thu Aug 14 2:57pm	Employee Vehicle Request RASM	

Task Manager (3)

Date	Task Summary	Subject
Thu Mar 21 2:36pm	Test Licensing Expiring	
Wed Oct 23 4:00pm	Test Licensing Expiring	
Thu Aug 14 2:55pm	Form	

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2. Open Vehicle Request Form

TM Process: Employee Vehicle Request

Employee: RASMUJAM000 RASMUSSEN II, JAMES MARVIN

This form is how you submit a request to use a school vehicle

1. General

Please fill out the vehicle request form

Custom Forms

Custom Profile	Vehicle Request Form	Vehicle Request	Open
			Open

Employee Vehicle Request Form

1. General
2. Notes
3. Attachments
4. Choose Next Task

Step 1 of 4

[Next](#)

[Process History](#)

[Save and Finish Later](#)

[Reassign Task](#)

javascript:if (cbs("bOpen0x0000000000388426")) {openForm("0","35","N","SCREEN","Vehicle Request","Custom Profile","screen;35");}

3. Fill in the requested information and Click Save

Vehicle Request

Name Key: RASMUJAM000 Name: RASMUSSEN, JAMES M. II

Have you been approved to drive by the district office secretary? ☒ Approved?

* Start Date: 08/14/2025 Thursday

* End Date: 08/14/2025 Thursday

* Number Of Passengers: 8

☒ Transporting Students

* TypeOfVehicle: Van

* Destination: school

Maximum characters: 128, Remaining characters: 122

Asterisk (*) denotes a required field

javascript:if (cbs("bSave")) {checkSave("addClientDataUDF");}

Save
Print
Back

4. Click Next

TM Process: Employee Vehicle Request

Employee: RASMUJAM000 RASMUSSEN II, JAMES MARVIN This form is how you submit a request to use a school vehicle

1. General

Please fill out the vehicle request form

Custom Forms

Custom Profile	Vehicle Request Form	Vehicle Request	Open

Employee Vehicle Request Form

- General
- Notes
- Attachments
- Choose Next Task

Step 1 of 4

Next

Process History

Save and Finish Later
Reassign Task

javascript:if (cbs("bNext")) {nextSubStep();}

5. Click Next

TM Process: Employee Vehicle Request

Employee: RASMUJAM000 RASMUSSEN II, JAMES MARVIN

You can paste the image from the clipboard.

This form is how you submit a request to use a school vehicle

2. Notes

Add

View

Delete

There are no records to display; check your filter settings.

0 records displayed

Employee Vehicle Request Form

1. General

2. Notes

3. Attachments

4. Choose Next Task

Step 2 of 4

Previous

Next

Process History

Save and Finish Later

Reassign Task

javascript:if (cbs("bNext")) {nextSubStep();}

6. Click Next

TM Process: Employee Vehicle Request

Employee: RASMUJAM000 RASMUSSEN II, JAMES MARVIN

This form is how you submit a request to use a school vehicle

2. Notes

Add

View

Delete

There are no records to display; check your filter settings.

0 records displayed

Employee Vehicle Request Form

1. General

2. Notes

3. Attachments

4. Choose Next Task

Step 2 of 4

Previous

Next

Process History

Save and Finish Later

Reassign Task

javascript:if (cbs("bNext")) {nextSubStep();}

7. Click Next

TM Process: Employee Vehicle Request

Employee: This form is how you submit a request to use a school vehicle

3. Attachments

Description	Step	Inputted File	Date Modified
There are no records to display; check your filter settings.			

0 records displayed

View Attachment
Add File
Add Link
Edit
Delete

Employee Vehicle Request Form

- General
- Notes
- Attachments
- Choose Next Task

Step 3 of 4

Previous Next

Process History

Save and Finish Later
Reassign Task

javascript:if (cbs("bNext")) {nextSubStep();}

8. Click Send For Approval

TM Process: Employee Vehicle Request

Employee: This form is how you submit a request to use a school vehicle

4. Choose Next Task

Select the Next Task

Select the button below to create the Next Task:

Employee Vehicle Request Form

- General
- Notes
- Attachments
- Choose Next Task

Step 4 of 4

Previous

Process History

Save and Finish Later
Reassign Task

javascript:if (cbs("bStep1")) {nextStep("0002,good%15Send For Approval
 (HALVORSON JR, CRAIG NOLAN)");}