

CAR Driver Schedule Exchange Request

Occasional drivers are not eligible to participate in schedule exchanges. Both drivers involved in a schedule exchange must submit this form before approval will be granted.

Driver Name: _____ Staff #: _____

I am requesting **NOT** to work my regularly scheduled day: _____
(Date)

I would like to exchange with _____ and pickup a route
(Driver Name)
on the following day: _____.
(Date)

Employee Signature: _____ Date: _____

Exchange Approval/Denial	
<input type="checkbox"/> Approved	If denied, reason:
<input type="checkbox"/> Denied	
Supervisor's Signature: _____ Date: _____	