

REQUEST FOR RENTAL VEHICLE

This form must be received in the Vehicle Maintenance Department two weeks prior to your trip to allow ample time for a reservation. Exceptions to this will only be for transportation that is unforeseen and is mandatory, i.e. advancing to the next level of competition, etc. BP-809(d)

RESTRICTIONS: Rental vehicles are to be used only for district employees and students on official district business.

CHARGES: All reservations for business travel will be billed directly to the School District and include insurance. There is no extra charge to the district for extra drivers.

REQUIREMENTS: Drivers must meet all requirements by the district and the rental company, have a valid drivers license and be prepared to provide a copy to the rental agency upon pick-up.

This form must be accompanied with a prior authorization for travel. If this request is for employee travel, this form should be submitted with a signed Exhibit H with rental car estimated expenses. If this request is for student travel, this form should be submitted with approval from the Superintendent. If this is a combination, both forms are required.

SCHOOL/DEPT: _____

PERSON MAKING REQUEST: _____

DESTINATION: _____
(Location where rental car will be picked up/dropped off)

DATE/TIME OF PICK UP: _____

DATE/TIME OF DROP OFF: _____

OF VEHICLES: _____

OF STUDENTS: _____

OF ADULTS: _____

NAME (List all drivers)

Email Address

Contact Phone#

_____	_____	()
_____	_____	()
_____	_____	()
_____	_____	()
_____	_____	()

A confirmation will be sent to the person making the request once the Vehicle Maintenance Department has completed the vehicle rental process