

DISTRICT SEVEN VEHICLE REQUEST/USE

VEHICLE REQUEST INFORMATION

Name of Person Requesting:

Date/Time of Request:

Destination:

Purpose of Trip:

Date/Time of Departure:

Estimated Date/Time Return:

Account number (to be charged when transporting students):

Vehicle Requested (Check One):

Explorer

Expedition

Request Approved:

_____ (Cabinet Level)

Request Scheduled on Calendar:

_____ (Front Desk personnel)

WHEN KEYS ARE OBTAINED

Signature indicating guidelines have been read and understood (see back of this form):

Odometer reading at beginning of trip:

Fuel Gauge indicator (Circle One):

Full

$\frac{3}{4}$

$\frac{1}{2}$

$\frac{1}{4}$

Empty

Is vehicle clean (Circle One):

yes

no

Is there any vehicle damage (Circle One):

yes

no

If yes, explain:

WHEN KEYS ARE RETURNED

Date/Time Returned:

Odometer reading at end of trip:

Fuel Gauge @ end of trip (Circle One):

Full

$\frac{3}{4}$

$\frac{1}{2}$

$\frac{1}{4}$

Empty

Vehicle free of Debris (Circle One):

yes

no

Is there any vehicle damage (Circle One):

yes

no

If yes, explain:

Explain any mechanical concerns:

Signature of person completing report and returning keys:

Signature of person receiving keys:

District Vehicle Use Guidelines

- ❖ Requests for vehicle use must be approved by a cabinet level administrator prior to submission for scheduling.
- ❖ Scheduling will be completed by Debbie Scharff (dhscharff@spart7.org).
- ❖ Scheduling conflicts will be resolved by/between the cabinet level administrators requesting the vehicle.
- ❖ When possible, priority will go to the greatest cost savings for the District.
- ❖ When transporting students, provide an account number on request form for the transportation charge (Published Federal reimbursement rate per mile).
- ❖ Vehicles must be picked up and returned to the District Office. **Vehicles may not be taken home overnight.**
- ❖ Vehicles will be serviced by the transportation department prior to each trip.
- ❖ Only unleaded regular fuel may be used.
- ❖ If it is necessary to re-fuel the vehicle during your trip:
 - a) use your district P-card and turn in your receipt or
 - b) use your personal credit card or cash and turn in your receipt for reimbursement (Must have a PO in place for your travel reimbursement)