

Starting Monday February 3<sup>rd</sup> all suburban requests must be submitted via **Facilitron** by your campus/department requestor.

When submitting a request please follow this format.

- Schedule Name: Driver(s)
- Activity Name: School/Department/Organization
- Number of attendees: Number of passengers including the driver
- Comments: Destination and Reason for trip (City, State and Event)
- Setup instructions: Time of key/suburban pick up
- Attachment: Driver's Forms

Please send a copy of the **approval** confirmation to the driver(s) of the reservation within 24 hours of receiving the approval. They will need to show this in order to pick up their keys.

Remember that reservations are on a first come/first serve basis, you may submit your requests beginning **on the 1<sup>st</sup> working day of the month which proceeds the month that your reservation date falls in** (i.e. reservations for all March dates will open beginning February 3<sup>rd</sup>).

- If a suburban is not available on your requested date, the requestor will be notified and placed on a wait list.

Any NISD employee who will be driving the suburban(s) must review the **Terms and Conditions** and the **Risk Management Guidelines** forms, and then submit both signature pages, along with a copy of their driver's license, AS AN ATTACHEMENT within the request. Drivers must be approved and added to the district insurance *prior* to operating a district vehicle. **Submission and approval must be made prior to the initial use of the vehicle and must be done once every school year.**

- These forms will soon be available on the district website under Facilities/Construction, until then I have attached them to this email.
- Both forms and driver's license need to be scanned into **one document**.
- For reservations with multiple drivers, each driver needs to submit these forms, not just the driver submitting the reservation to the requestor.

**For any questions regarding the reservations of suburbans please contact maintenance at 817-215-0020.**