

NISD Suburban Usage

2020 - 2021

If you are interested in borrowing a NISD Suburban for one of your school related trips/events, please carefully read the below *Terms and Conditions*.

Terms and Conditions

- 1.) Suburban usage is on a first come/first serve basis and must be submitted via Facilitron, through your campus/department requestor. Requests sent to individual employees' email will not be honored until a work order has been submitted.
- 2.) You may submit your requests beginning at noon on the 1st working day of the month which proceeds the month that your reservation date falls in (i.e. reservations for all August dates will open beginning July 8th).
 - a. If a suburban is not available on your requested date, the requestor will be notified and placed on a wait list.
- 3.) You must be a Northwest ISD employee to be eligible to drive one of the district vehicles.
- 4.) When submitting your request, please follow this format:
 - a. Schedule Name: Driver(s)
 - b. Activity Name: School/Department/Organization
 - c. Number of attendees: Number of passengers including the driver
 - d. Comments: Destination and Reason for trip (City, State and Event)
 - e. Setup instructions: Time of key/suburban pick up
 - f. Attachment: Driver's Forms
- 5.) 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.
- 6.) 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.**
- 7.) District vehicles are to be used for school related purposes only and are to be returned immediately upon completion of your trip. **Personal use of district vehicles is prohibited.**

- 8.) In the event you are involved in an accident in one of the district's vehicles, there will be an insurance card provided in the glove box. **Driver is ultimately responsible to make sure they have an insurance card before operating the vehicle.**
- 9.) If you are involved in a vehicle accident **your department** will be financially responsible to pay the deductible in order to repair any damages.
- 10.) Drivers of district vehicles are required to follow all state and local laws. Any citations issued to Northwest ISD because of negligence, will be the sole financial responsibility of the driver. This includes but is not limited to:
- Speeding
 - Reckless driving
 - Illegal parking (parking in fire lane or ADA parking spot).
- 11.) Suburbans will be full with gasoline when you pick them up and it is your department's responsibility for re-fueling costs during your trip. Each suburban must be returned with a full tank of gas. If the suburban does not have a full tank at the time of pick up, please contact the Maintenance department letting us know; if time permits we will re-fuel the suburban immediately, otherwise the suburban must be returned with the same fuel-level as when your reservation began.
- 12.) Suburbans should be returned to us in the **same condition** as when they were taken. There should be no trash, food crumbs, drink spills, etc., and the floors and windows should be cleaned. We consider the usage of these vehicles a privilege and it is necessary for each of us who use them to help maintain them. Please report any damages, malfunctions, or problems that you encounter immediately.
- 13.) You must make arrangements to pick up your vehicle keys **during business hours** from an office staff member in the Support Services Department. Our office hours are 7:30 AM to 4:30 PM and we are located at 1800 HWY 114, Justin, TX 76247. If you plan to come around lunchtime it is advised that you check to ensure that someone is available to access the keys for you.
- 14.) Suburbans are not to be taken until the first day of your actual reservation and are **not to be taken to personal residences**. Keys may be picked up as early as the business day before your reservation.
- 15.) Please note that there is a GPS system installed on all of our suburbans. On top of monitoring location, they also monitor the speed you are driving and time spent idling. We will receive instant alerts of anyone that is going over the posted speed limit. Please remember to maintain the appropriate speed limit while driving our district vehicles.
- 16.) We have designated parking spots for the suburbans located in front of the old Texan Stadium. There is plenty of parking, but please be respectful of the fact that this parking lot is used for events

and by others frequently. We have made sure this area is well lit and secured with 24/7 camera monitoring. When you return, you will park the suburban back in the designated spot, marked with the vehicle number. Once the vehicle has been secured please deposit the keys into the **yellow drop box located on the grass-line in front of the parking spots.**

I have read and agree to the Terms and Conditions for district vehicle usage.

Sign _____ Date _____

Print _____

It is required that this form be filled out annually.
Please fill out the information below.

First name _____ Last name _____

Cell phone number _____

License number _____

Emergency Contact Name _____ Number _____

DATE _____