

NISD VEHICLE TERMS AND CONDITIONS

2023-2024

First and foremost, we consider the use of our NISD fleet a great privilege. It is necessary for all of us to help maintain them.

For the safety of our travelers, please immediately report any damages, malfunctions, or problems you encounter via email to maintenance@nisdtx.org

- 1.) All suburban rentals are booked through maintenance@nisdtx.org , on a first-come-first-serve basis. Please place your request through your front office staff, or your department's assistant.
- 2.) **ALL DRIVERS ARE REQUIRED** to sign and return this **T&C form and the Risk Management form, to maintenance@nisdtx.org along with a copy of your driver license.** This is to ensure you are added to the district's vehicle insurance.
- 3.) **Key pick-up** is located at our **Support Services Building** 1800 HWY 114, Justin TX 76247. We are right off the intersection of HWY 114 and Harriett Creek. Once you turn onto Texan Drive at the light, white poles will force you to veer to the right. Find the first parking place, then walk around through the yellow brick columns that face HWY 114, into the courtyard area. We are the first door on your right **#25**. Please push the buzzer, and we will let you in. Once you enter, there will be a table straight ahead and your keys will be on that table next to your name.
- 4.) You may either pick your keys up the day before your rental begins, or the day of your rental. Keep in mind our

business hours are the same as Administrations, 8am-5:00pm.

If your reservation begins on a Monday morning at 6:00am, then you will want to make plans to pick your keys up the Friday before (Or Thursday before, depending on summer hours)

- 5.) **Suburbans are physically parked** at the Texan Field House parking lot, which also faces HWY 114.
- 6.) We reserve the right to allow 1 business day between each use for maintenance checks.
- 7.) NISD fleet are to be used to conduct **NISD business ONLY**.
- 8.) NISD fleet are **never to be parked at a personal residence**. You can however, park them in a well-lit area of any NISD campus, overnight. If you are on a trip, we understand they will be parked wherever you are staying.
- 9.) Suburbans are equipped with a TollTag for your convenience, and those charges are paid for out of our maintenance budget.
- 10.) In the event of a vehicle accident, your department will be responsible for the deductible to repair damages. There is a vehicle insurance card inside the middle console, along with a check list to follow, if you are in this situation.
- 11.) Drivers are required to follow all state and local laws. Any citations issued to NISD for negligence, will be the sole responsibility of the driver. This includes but is not limited to:
 - Speeding
 - Reckless Driving
 - Illegal parking (Fire Lane or ADA parking spot)
 - Running stop light or sign

- 12.) All NISD fleet are equipped with GPS and we get notification when someone is driving reckless or over the speed limit. Please treat our fleet with care, as you would your personal vehicle.
- 13.) Vehicles will be full of gas when you pick them up. It is your departments responsibility to fuel while you are on your trip.
- 14.) Animals are NOT ALLOWED in any of our NISD fleet for any period.
- 15.) Vehicles are to be returned in the same condition as when they were taken. This means it is the driver's responsibility to make sure all trash, food bags, drink spills, etc. are cleaned before you return the vehicle. In addition, drivers are required to **RE-FUEL before returning** it. For your convenience, there is a fob on each set of keys that will allow you 24-7 access to the central bus lot back gate entry. Once you enter through gate, veer right and you will see gas pumps. If pumps have a combo lock on them, the code is 1950.
- 16.) Upon returning the suburban, there will be a pale-yellow drop box in front of where suburbans are parked, in the grassy area. You can leave your keys inside that lock box.

Driver name: _____

Department: _____

DL # _____ Expiration Date _____

Cell Phone: _____ Work Phone _____

Emergency Contact Name: _____

Emergency
Phone# _____

