

Vehicle Reservation Form – Appling County Board of Education

Step 1 – Reservation form is completed by staff and forwarded to administrator

Step 2 – Administrator approves and forwards by email to Allyson Reeves

Step 3 – Reservations are a first come/first serve based on completed form and email submission

Step 4 – Mrs. Reeves will communicate via email the status of the request

NAME OF PERSON RESERVING VEHICLE	
DATE TO PICK-UP KEY(S) FOR VEHICLE(S): <i>pick up by 4:00</i>	
<u>DEPARTURE TIME FOR TRIP</u>	
DATE(S) VEHICLE WILL BE USED FOR TRIP	
REASON FOR TRIP	
COMPETITIVE EVENT	YES _____ NO _____
Will any other AC team be competing at same event?	YES _____ NO _____
GAS EXPENSE: (PLEASE COMPLETE APPROPRIATE CATEGORY)	
CLUB: _____ ORGANIZATION: _____ PROGRAM: _____ Professional Development _____ Title I _____ Title VB _____ Other _____	
DESTINATION (NAME OF CITY)	
DATE VEHICLE WILL BE RETURNED TO BOE OFFICE	
DATE KEY(S) WILL BE RETURNED TO BOE OFFICE	
ADMINISTRATOR'S ELECTRONIC SIGNATURE – (email form to Allyson Reeves)	
NUMBER OF STAFF TRAVELING IN VEHICLE	

_____ **For Office Use Only** _____

VEHICLE RESERVATION APPROVED	
VEHICLE NOT AVAILABLE	
NAME WILL BE PLACED ON WAITING LIST	
CANCEL VEHICLE RESERVATION	
EMPLOYEE RELEASE SIGNATURE	
DATE	
COPY OF DRIVERS LICENSE ON FILE	

Only park the SUV under the Shelter in the fence on Holidays and Weekends (i.e. Fridays, Saturdays, Sundays and Holidays). Be sure to lock the fence.

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NOTICE:

Using the system vehicle is a luxury that many systems do not have. It is imperative that you REFUEL and empty all trash, drink bottles, food wrappers, etc. before you return the vehicles. Please be courteous to those who use the vehicles after you. There is not a regular staff member to clean vehicles, so it is up to each professional to maintain them. Please return the key when you return. If it is the weekend, turn it in the next business day or drop them in the lock box which is located by the side door (BCOG side).

Thank you so much,

Allyson Reeves