



ADMINISTRATIVE REGULATION  
EXHIBIT

E 6153 (C)

REQUEST FOR DISTRICT VEHICLE

ENTERPRISE RENTAL

Date of Trip: \_\_\_\_\_ School: \_\_\_\_\_ No of Passengers: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Time Returning: \_\_\_\_\_ Destination: \_\_\_\_\_

Reason for Trip: \_\_\_\_\_

Name of Driver: \_\_\_\_\_ License No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

KEYS TO BE PICKED UP AT TIME OF DEPARTURE, OR ON:

Date: \_\_\_\_\_, \_\_\_\_\_ Time: AM \_\_\_\_\_ PM \_\_\_\_\_

\_\_\_\_\_  
Administrator's Approval

\_\_\_\_\_  
Budget Account

DRIVER/PASSENGER INSTRUCTIONS

I. A DAILY CONDITION REPORT MUST BE COMPLETED BEFORE LEAVING TRIP.

II. General Rules

- A. **No eating or drinking** allowed in District vehicles
- B. All passengers aboard **must wear a seat belt at all times**
- C. **NO SMOKING** is allowed in District vehicles
- D. Vehicles will be picked up from and returned to the Transportation Department, unless prearranged.
- E. Remove any trash and/or personal articles in the vehicle after trip

FOR TRANSPORTATION DEPARTMENT USE ONLY

Vehicle Number: \_\_\_\_\_ Ending Odometer Reading: \_\_\_\_\_

Gallons of Fuel Used: \_\_\_\_\_ Beginning Odometer Reading: \_\_\_\_\_

Total Miles Traveled: \_\_\_\_\_