

Process for reserving an SUV:

1. You will not be using Transfinder to reserve a SUV
2. Verify that the scheduled driver has been cleared through the WISD Benefits and Risk Management Department to drive a district owned vehicle prior to initiating a reservation request. Complete the Authorization to Drive School District Vehicles form found on the WACO ISD website under Departments>Human Resources>Current Employees>to bottom of page for Authorization to Drive Form. Once obtained the Authorization to drive is good for the remainder of the School year. Authorization is needed each school year.
3. Complete the SUV Reservation Request Form and submit to shelly.jasek@wacoisd.org
4. If you answered Yes to the question 'Will you be transporting Students?' then also submit an approved and signed Request for Student Travel form found on Waco ISD page under Departments>Business & Financial Services>Forms and Resources>Travel.
5. Once your reservation has been confirmed, you must enter a requisition into TEAMS to the Fuelman for your estimated fuel usage. You must use a 6412 budget code for the fuel for all reservations where students will be involved --even if you are just using the SUV to transport items for the students, or transporting additional chaperones for the trip. DO NOT USE 6494. You must use 6411 for all employee related reservations and 6419 for non-employee travel such as for Board Members.
6. The description on your requisition for fuel must have the detailed dates and purpose of the reservation.
7. When you receive the fuel PO back through TEAMS, please email a copy to shelly.jasek@wacoisd.org, so that your reservation can be updated with your PO#.
8. The keys and fuel card must be picked up on the 4th floor of the Administration Building in the Purchasing Department. The person picking up these items will be provided with a mileage log to complete as well as instructions for using the fuel card.
9. The Fuel card is good at all Fuelman locations only. Have the driver look for the Fuelman signs. If you are having trouble finding a filling site, you can find locations online at <http://sitelocator.fleetcor.com>. There is also an app for both Apple and Android for your phone or device.
10. The SUV **must** be filled up with fuel prior to return. Regular unleaded gas only. Save all fuel receipts and turn them in with the mileage log. Write Driver's name and fuel PO# on the receipt.
11. The vehicle must be immediately returned to the Administration Building parking deck after use.
12. Make sure that the SUV is locked and that all the windows are rolled up. Remove any trash from the vehicle.
13. The keys, fuel card, and mileage log must be returned immediately (if during regular business hours) to the Purchasing Department so that it is ready for the next person to pick up. If you return the vehicle after 5pm, or during a weekend or holiday, please leave the orange case in the SUV and place the keys in the drop off box under the awning by the parking deck entrance door to the Administration Building.