

# SMYRNA SCHOOL DISTRICT VEHICLE RESERVATION FORM

Please complete this form and return to Central Office

Name of Driver(s) \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Organization \_\_\_\_\_

Date for Vehicle Use \_\_\_\_\_ Time (Departure/Return) \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Number of Passengers (including driver) \_\_\_\_\_

7 Seat Van

Large Van # 1

8 Seat Van

Large Van # 2

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Signature of Principal

All signed parties have read and understand the following rules for the use of the van.

Keys may be picked up at Central Office from 7:30 a.m. – 4:00 p.m.

## PLEASE REVIEW THE FOLLOWING RULES FOR THE USE OF THE VAN

1. First priority for use of a vehicle is for student academic activities, second priority is student athletics, and third is staff for district business.
2. Two weeks notice must be given for priority rights.
3. Vehicle must be driven by a fleet certified individual.
4. There will be no eating, drinking or smoking in the vehicles.
5. ALL persons must wear a seat belt at all times. Children under 4 years of age and/or under 40 lbs. must be restrained in a government approved child safety seat.
6. The vehicle must be returned with all trash removed and fuel tank must be filled if gas gauge reads ½ tank or less. The vehicles can be refueled at participating stores that accept FUELMAN/FLEETCOR credit cards.
7. Vehicle Usage Log must be signed when the vehicle key and gas card is picked up. The vehicle key and gas card MUST be returned to Central Office as soon as the trip is completed. If Central Office is closed, please place the key in the afterhours drop off slot. (DO NOT LEAVE KEY AND GAS CARD IN THE VEHICLE.)

### CENTRAL OFFICE USE ONLY

Posted \_\_\_\_\_ Approved \_\_\_\_\_