

ENTERPRISE 1-800-261-7331 or HERTZ 1-800-654-3131



GPISD CAR RENTAL REQUEST

**** Fill out first two areas of form and follow REQUIRED ACTION instructions below ****

Copy will be sent back to the requestor with confirmation details for PO submission

PO Should be made out to either Enterprise Rent-A-Car (ENTERPRI001) or HERTZ (HERTZ C0000)

Trip Information		AREA 1:
School/ Department :		
Name of Requestor/Contact #:		
Name of Trip:		
Destination/ ZIP Required :		
Date of Reservation Request:		
Location of Car Pick-up/Airport:		
Pickup - Day/ Date & Time :		
Drop-off - Day/ Date & Time :		
# of People for Car(including driver):		
REQUIRED-Please answer YES or NO:		WILL STUDENTS BE IN THE VEHICLE? Yes ☐ No ☐
# of Pieces of Luggage:		
Vehicle Type Preference:		
Traveler Information		AREA 2:
<i>**Copy of Driver's License must be sent to jennifer.bakarebrown@gpsd.org with this form & attached Statement Receipt**</i>		
Name of Driver:		
Driver's License State/Number:		
Driver's Contact Phone Number:		
Contact Email:		
If Flying - NEED Airline & Flight #		
Car Rental Details for REQ		AREA 3:
Car Rental Cost:		
Car Rental Taxes:		
Car Rental Total:		
Confirmation Number:		
Purchase Order #:		

****PLEASE CHECK GAS TANK & MILEAGE OF CAR BEFORE LEAVING LOCATION WITH CAR****

(Cars should be refueled using the driver's Bank of America travel card at a local gas station)

DO NOT ACCEPT FUELING OPTION AND ADDITIONAL ROADSIDE ASSISTANCE

REQUIRED ACTION - ALL Driver's MUST DO the following:

- 1) **FILL OUT** Area 1 & 2 of this form - email to monica.agnew@gpsd.org to secure car rental.
- 2) **ANNUALLY:** You will need to send to Jennifer Bakare-Brown (jennifer.bakarebrown@gpsd.org) a signed Statement of Receipt form along with:
 - 1) Driver's License and 2) Proof of Insurance for driver approval.

EMPLOYEE GUIDELINES AND PROCEDURES FOR OPERATING Non-District VEHICLES ON DISTRICT BUSINESS

DEFINITION: A non-district vehicle on Grand Prairie Independent School District (GPISD or District) business is any vehicle, other than vehicles owned or leased to GPISD, that is used on District Business, including personal, borrowed, or rented vehicles. District Business would include travel for training, out of area meetings, conferences, workshops, etc. (For procedures for using District Vehicles, i.e., vehicles owned or leased by GPISD, please refer to the procedures for District Vehicles.)

APPROVAL: To receive reimbursement for the use of vehicles used on District business, you must have the following on file with the Risk Management office:

- A copy of your valid Texas driver license, along with current proof of valid automobile insurance (by submitting a copy of your driver license you are authorizing GPISD to obtain motor vehicle records annually or as needed).
- An annual Texas DPS Motor Vehicle Records (MVR) check performed by Risk Management and,
- Approval as a driver by the Risk Manager.

GUIDELINES: The following guidelines should be followed when using a non-district vehicle for District Business:

- Maintain automobile insurance required by the State of Texas.
- Maintain personal vehicles in a safe operating condition.
- Report all accidents and/or citations, while on GPISD business, to Risk Management as soon as practicable, and complete an accident report.
- Transportation of GPISD students* in personal vehicles while conducting GPISD business is prohibited.
- The non-district vehicle on District business must only be driven by an approved driver(s).
- The non-district vehicle on District business must not be driven while the driver is under the influence of drugs or alcohol.
- Use of handheld devices (e.g., cell phones and GPS devices) is strictly prohibited while driving a non-district vehicle on District business.

*GPISD students may be transported in personal vehicles if they are accompanied by the student's parent or guardian in the same vehicle. Students may be transported in rental vehicles for District business, if proper permission has been obtained, prior to the District Business trip, from the department head authorizing the GPISD business use of the rental vehicle.

Refer to the District and Travel Cards Guide posted under "Forms and Procedures" of the Purchasing Department web page on the GPISD website for additional travel information

STATEMENT OF RECEIPT

Of

Procedures for Operating Vehicles on District Business

I have received a copy of the Grand Prairie ISD Procedures for the use of non-owned vehicles used for District Business. I have read and understand the contents and agree to abide by its procedures and guidelines.

Department: _____

Vehicle (choose which applies): ☐

Printed Name: _____

Signature: _____

Date: _____

**Please sign and return copy To
jennifer.bakarebrown@gpisd.org**