HOW TO RESERVE A RENTAL CAR

VISALIA UNIFIED SCHOOL DISTRICT AND ENTERPRISE HAVE PARTNERED TO PROVIDE RENTAL VEHICLES AT A CORPORATE RATE.

BELOW IS THE PROCESS TO RENT A VEHICLE FOR YOUR NEXT EVENT.

ALL DRIVERS MUST BE CLEARED BY HUMAN RESOURCES

BEFORE OPERATING A VUSD RENTAL VEHICLE.

- Complete the **Request for Vehicle Rental Form** found on our VUSD website under Purchasing.
- Email the completed **DMV Form, Conference Attendance Form, and the Event Flyer** to vusddrivingprogram@vusd.org in Human Resources.
- Once approved by Human Resources, send all documents to the Purchasing Department, which will book the reservation based on the information provided on your **Request for Vehicle Rental Form.**
- Once the reservation has been made, a copy of your reservation will be emailed to you. You will create a requisition in Tyler Munis for the reservation and attach the following items to your requisition:
    - Copy of reservation
    - Copy of **Conference Attendance Form with Event Flyer**
    - Copy of **Request for Vehicle Rental Form**
    - Use Object Code **52000**
    - Use Vendor **#24135**

If you have any questions, please contact the Purchasing Department at (559) 931-8076

Request for Vehicle Rental Form

Driver #1 Information:

Name: _____ Site/Dept: _____

Email Address: _____ Phone Number: _____

Drivers License #: _____ Employee ID #: _____

Event Information:

Event: _____ Date(s) of Event: _____

Event Location: _____

Vehicle Information:

Vehicle Type:

Intermediate Car _____ Standard Car _____ Full Size Car _____

Intermediate SUV _____ Standard SUV _____ Full Size SUV _____

7 Passanger Mini Van _____ 12 Passanger Van _____ 15 Passanger Van _____

Pick Up/Return Location:

VENDOR #24135 FOR ALL LOCATIONS

Enterprise – Main Street (Visalia, CA) _____

Enterprise – Visalia Municipal Airport (Visalia, CA) _____

Enterprise - _____

Pick Up Date: _____ Pick Up Time: _____ Select One

Return Date: _____ Return Time: _____ Select One

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STATE OF CALIFORNIA
DMV
DEPARTMENT OF MOTOR VEHICLES

A Public Service Agency

EMPLOYER PULL NOTICE PROGRAM

AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

I, _____, California Driver License Number, _____, hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer,_____
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY COUNTY STATE

DATE	SIGNATURE OF EMPLOYEE
	X

I, _____ , of _____
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five thousand dollars ($5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY COUNTY STATE

DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE
	X

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at www.dmv.ca.gov/otherservices, or by calling 916-657-6346.

THIS FORM MUST BE COMPLETED AND **RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS *AND*** MADE AVAILABLE UPON REQUEST TO DMV STAFF.

DO ***NOT*** RETURN THIS FORM TO DMV.