

VEHICLE REQUEST GUIDELINES

A TRANSPORTATION VEHICLE REQUEST FORM must be filled out and approved by the Superintendent, the Assistant Superintendent, or the Assistant Superintendent for Business for the use of any district vehicle.

Monday is the deadline date for the subsequent week or later trips.

Fuel cards may be checked out the week of your trip and should be returned the next business day following your approved trip.

Weekend trips require you to pick up the keys and or credit cards no later than 4:30pm on Friday.

RETURN OF VEHICLES

Before 5:00pm

Please return vehicle to the West Bus Barn and park anywhere along the east side of the west bus barn. Please place the vehicle **keys on the floor** of the vehicle and leave the vehicle **UNLOCKED**.

After 5:00pm

Please return the vehicle through the south end gate of the Administration-Operations Offices. Please park in one of the yellow lined parking spaces available on the north end of the area. If the south gate is locked when you return, it can be unlocked with the small key on the vehicle key chain. Place the **keys on the floor** of the vehicle and **LOCK** the vehicle doors...we have additional sets of keys that we will use to get into the vehicles the next business day. You will need to exit the area through the south end gate and please lock the gate behind you with the padlock that is attached to the gate with a chain.

Designated Parking of Fenced in Area- West of Operations Department and South of Trustee Board Room

Because of large buses that are pulled in and out of the transportation bays for maintenance, we ask that all parking in the fenced in area be in the yellow lined parking spaces. Some spaces may have an assigned name to them but we change the vehicles out early of the next business day.

Have a Nice Trip!!!