

REQUEST FOR USE OF DISTRICT VEHICLE

****Notification Of Cancellation Must Be Given to Avoid a \$20.00 Charge to the Account****

Today's Date	Building	Person Requesting Vehicle	Vehicle #	Credit Card Number
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10/12 Passenger <input type="checkbox"/>	8 Passenger <input type="checkbox"/>	6/7 Passenger <input type="checkbox"/>
Please Check One		

Driver (Must Be a DCSD Employee, 21 yrs. or Older)
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Pick-Up Date	Return Date	Destination	Driver's Cell Phone Number
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Vehicles can be picked up as early as 7:00 AM, but must be returned on the return date to avoid an additional \$30.00 fee

Account Number (Required to Process)	Program or Grant
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Driver should sign form upon return of vehicle.

Ending odometer reading:
Beginning odometer reading:

Requesting a vehicle:	Total gallons to fill tank:	Total miles driven:
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1) A **Request For Use of District Vehicle** form should be filled out & emailed as an attachment to Pam Speer at speerp@davenportschools.org. There must be a separate form filled out for each vehicle requested. Pam will check vehicle availability. Once a vehicle has been assigned, a PDF copy of the form with the vehicle assignment will be e-mailed back to you. If there are no vehicles available, Pam will contact you. **Please don't e-mail or call to check availability prior to emailing your request. This only slows down the process.** Requests are processed in the order in which they are received. Incomplete request forms will be emailed back, and the next request will be processed. Vehicles must be returned by the date indicated on the request form.

Driver Information:

- Vehicle packets will be picked up at Operations, 1008 W. Kimberly Rd., between the hours of 7:00 AM & 4:00 PM. Vehicles are picked up in the fenced in area behind DLC/Maintenance Garage. Keys to the gate will be provided in the vehicle packet for after hours pickup/returns. If you must leave prior to 7:00 a.m. or on a Saturday/Sunday, you will need to pick the keys up the day before. **The date the vehicle will be picked up is the date that should be listed on your request form.** Only the person picking up the vehicle will be permitted to leave their personal vehicle in the gated area. The drivers' personal vehicle should be parked in the same location as the pool vehicle.
- The driver must have a valid driver's license, and will be required to sign the **Agreement for "Use of Fuel Card"** at the time of pickup.
- The driver should thoroughly check the vehicle for damage prior to leaving on their trip, and note any damage on this form. Locate the tire changing equipment and confirm the fuel tank is full.
- Enter the beginning odometer reading prior to starting the trip.

Travel Requirements:

- Vehicles should transport no more persons than the number of seat belts available. Each occupant must wear a seat belt.
- A fuel card has been provided for emergencies, or if fuel is needed out of town. Please fill with unleaded fuel only. **If a receipt doesn't print, you must obtain manual copy. If a receipt is missing, the driver of the vehicle will be charged for fuel.**
- The oil should be checked after the second fueling.

Emergency Situations:

- Proof of insurance, vehicle registration, and a vehicle accident form are located in the glove compartment.
- Use your best judgment to resolve any problems. Emergency repairs may be charged to the district fuel card.**

When Returning: **A \$20.00 fee will be applied to your account if any one of the following have not been done.

- Make sure the fuel tank is full, no matter how many miles you traveled. Instructions are enclosed in packet.
- If the vehicle fuel card is used during your trip, make sure all receipts are in the vehicle packet.**
- Remove all trash and personal items from the vehicle.
- Park the vehicle back in the gated area.
- Enter the amount of fuel to fill vehicle.
- Sign the form and enter ending odometer reading. Drop packet & contents in the mail slot labeled "**Pool Vehicle Drop**" next to the brown double doors directly across from the pool vehicle parking.
- Lock the vehicle.

Please note vehicle problems, emergency automotive charges/repairs, and/or any suggestions to help us better meet your needs.

To be completed by garage staff upon return of vehicle.

<input type="checkbox"/> fuel tank is full	<input type="checkbox"/> mirrors
<input type="checkbox"/> engine oil	<input type="checkbox"/> wipers
<input type="checkbox"/> washer fluid	<input type="checkbox"/> tires
<input type="checkbox"/> exhaust	<input type="checkbox"/> brakes
<input type="checkbox"/> head lights	<input type="checkbox"/> seats
<input type="checkbox"/> turn signals	<input type="checkbox"/> horn

<input type="checkbox"/> windows	<input type="checkbox"/> new damage
Signature of mechanic	
Date	

EMPLOYEE AGREEMENT FOR USE OF FUEL CARD

This must be signed before employee can use Fuel Card.

1. I am being entrusted with a valuable tool – a fuel card. I will be making financial commitments on behalf of the Davenport Community School District, and will strive to obtain the best value for the district.
2. I will follow the established procedures for the use of the card. Failure to do so may result in revocation of my using the fuel card and/or disciplinary actions up to and including termination. Intentional misuse of the card may subject me to criminal charges and prosecution.
3. I understand the card is to be used only by me and is not to be loaned to anyone for any reason.
4. I agree to use the card for approved purchases only and agree not to charge personal items.
5. I understand the district will audit the use of this card to ensure its appropriate use.
6. My signature below authorizes direct payroll deduction in the event that purchasing violations are not reimbursed within 10 days of district written notification.
7. I hereby agree to indemnify and hold harmless the district from any and all claims, liabilities, penalties, damages, attorney's fees, interest or expenses incurred by or asserted against the district because of my intentional misuse of the card in violation of applicable board policies, procedures and this fuel card use agreement.
8. I have read the district's travel policy and procedures and agree that the use of the card will not violate the conditions or intent of the policy and procedures. All fuel expenditures must be for business purposes only and any personal use is strictly prohibited.
9. I agree that use of the fuel card will be limited to fuel. I understand the card may be used for other automotive related expenditures on an emergency only basis. I will provide the details on the vehicle request form.
10. Once the charges have been made, I will return the fuel card to the Operations Center with a copy of the expenditures charged to the card via a cash register receipt or other receipt provided by the vendor.
11. The account to be charged for the expenses incurred on the card is referenced on the "Request for Use of District Vehicle" form.
12. This card cannot be used for purchasing food or beverages.

Signature of Employee

Date

In case of AFTER HOURS emergency, please call:

**Dan Burlingame, PPEL Project Manager/Maintenance Supervisor: (563) 529-3175
Blake Lane, Utility Team Leader: (563) 271-4191**