

## Procedure for reserving DCSD Pool Vehicle

**A Request Form must be filled out and emailed to Lindsey Teel first.**

**Please do not email or call to check availability prior to sending your request; this will only delay the process.**

**A driver must be a district employee over 21 years of age with a valid driver's license.**

A Request for District Vehicle form, **found here** in [“The Well”](#), should be filled out and should include an account number for fuel charges. The **correct and completed forms** should be sent to [Lindsey Teel](#) via e-mail attachment ([teelli@davenport.k12.ia.us](mailto:teelli@davenport.k12.ia.us)). Lindsey will schedule a vehicle if one is available on the date requested. If a vehicle is not available you will receive an e-mail notification indicating such.

Requests are processed in the order in which they are received via email. Incomplete forms will be returned. A copy of your request will be returned to you with the assigned vehicle number, this will serve as your confirmation.

- Drivers should pick the key packet up at the Department of Operations, 1008 West Kimberly, by 4:00 p.m. on the day it's scheduled to be used. Our office opens at 7:00 a.m. which is the earliest it may be picked up. Pickup time must be indicated on your request form.
- Drivers will receive a key to the gated area behind the Department of Operations for after hour access to pool vehicles.
- Drivers should thoroughly check vehicle for damage prior to leaving on their trip, please note any damage on the form.
- Locate tire changing items prior to leaving and confirm fuel tank is full.
- If an emergency situation should arise, or if you need fuel out of town, we have provided a District P- card. This can be used at any gas station. Put the receipt for fuel in the packet.
- When returning, the vehicle should be returned to its original pickup location. On the key ring is a Key Fob to be used to fuel the vehicle. The fuel supply pump is located just to the right as you enter the gated area. Instructions for use of Key Fob are enclosed in the packet. Please enter the amount of fuel used to fill vehicle on the request form. **Fuel tank must be filled after completion of trip.** Paperwork, keys, etc. should be enclosed in the packet and dropped into the pool vehicle drop slot located next to the brown double doors across from where the pool vehicles are parked. A sign labeled “Pool Vehicle Drop” is above the slot (north side of the Davenport Learning Center building). The vehicle should be locked upon leaving. If returning after hours, the padlock on the gated area should be locked upon leaving.

## **Fees**

**There is not a charge for using the vehicle, however a \$20.00 fee will be applied if the driver does not cancel the vehicle request prior to the scheduled pickup.**

Fuel charges will be applied to the account number provided by the driver or the person reserving the vehicle.

*A \$20.00 fee will be applied if:*

- Trash is not cleaned from vehicle,
- The vehicle is not refueled prior to its return,
- The vehicle form is not filled out and fuel receipts are not left in the vehicle pouch with credit card
- Keys, lights are left on, windows are left open, etc.