



Work Order # _____ # of vehicles: _____ # of Days per vehicle: _____

School/Dept.: _____ Sport/Activity: _____

Requestor Name: _____ Destination: _____

Telephone (Office): _____ (Cell): _____ Email: _____

Pick Up Date & Time: ___/___/___ am/pm Departure Date & Time: ___/___/___ am/pm

Completion Date & Time: ___/___/___ am/pm Vehicle Return Date: ___/___/___ am/pm

Accounting Number:

Authorization Signature & Date: _____
Chief / Associate Superintendent / Director / Principal Date

The following guidelines must be observed and complied with in order to release an Ysleta ISD vehicle:

- The operator of the vehicle must abide to all district, local, state and federal guidelines and policies
- The seating capacity of the vehicle may not exceed eight (8) passengers including the driver.
- Driver, plus all passengers must wear their seat belts while the vehicle is in motion.
- No alcoholic beverages will be consumed during or eight (8) hours prior to driving the vehicle.
- The drivers must have a valid Texas driver's license and must have completed the YISD Defensive Driving Course within a 36 month period prior to the date of the rental agreement.
- All vehicle incidents and accidents involving the District vehicle (that I signed for) will be reported to the YISD Transportation Department as soon as possible (within 24 hours).
- The YISD Transportation department is free from any and all liability resulting from a claim associated with an accident or incident during the rental period.
- Only the employee whose name appears on the agreement as a driver may be authorized to drive.
- The sponsor is responsible for any parking or traffic violations incurred upon the vehicle during the rental period.
- The vehicle must be returned with the amount of fuel equal to that at the time of the rental or be assessed a refueling charge.
- The vehicle must not be used for pushing or towing another vehicle or object.
- Vehicles are restricted to travel distances defined by the district.
- The rented vehicle must be returned to the YISD Service Center/Campus/YISD Central Office building on the stated date of return and in the same condition it was delivered to the sponsor. An additional fee will be assessed for vehicles that are not returned in the same condition (requiring interior cleaning)
- If the vehicle return time is not during district regular business hours, the vehicle must be parked at a designated location at Central Office until 8 am of the next regular business day, at which time the sponsor shall pick up the vehicle and return it to rental pick up location by 9am.

Vehicle # _____ Mileage Out: _____ In _____

Vehicle # _____ Mileage Out: _____ In _____

Vehicle # _____ Mileage Out: _____ In _____

Fuel Shortage _____ gallons
Fuel Shortage _____ gallons
Fuel Shortage _____ gallons

I have read and fully understand this agreement.

Driver Name (Print) Signature

Campus/YISD Department represented

Driver Name (Print) Signature

Campus/YISD Department represented

Driver Name (Print) Signature

Campus/YISD Department represented

For Transportation Department Use Only

Comments: _____

Signature: _____ Date: _____