## SMYRNA SCHOOL DISTRICT VEHICLE RESERVATION FORM

## Please complete this form and return to Central Office

School Date for Vehicle Destination	s)	Organization Time (Departure/Return)
Date for Vehicle Destination	Use	Time (Departure/Return)
Destination		
Number of Pass	engers (meraumg unver)	
ivamber of russ		
		Large Van (8 Seats) Large Van (8 Seats)
		Small Van (7 Seats)
	Signature of Driver	Signature of Principal
	All signed parties have read and under	stand the following rules for the use of the van.
	Keys may be picked up at Cen	tral Office from 7:30 a.m. – 4:00 p.m.
	PLEASE REVIEW THE FOLLOWING R	ULES FOR THE USE OF THE VAN
1. Fi	First priority for use of a vehicle is for student academic activities, second priority is student athletics, and third is staff for district business.	
2. Tv	wo weeks notice must be given for priority rights.	
3. Ve	3. Vehicle must be driven by licensed district employees only. (License must be current.)	
	<ol> <li>The large vans hold 8 passengers (including driver), small vans hold 7 passengers (including driver), and the car holds 5 passengers (including driver).</li> </ol>	
5. Th	There will be no eating, drinking or smoking in the vehicles.	
	ALL persons must wear a seat belt at all times. Children under 4 years of age and/or under 40 lbs. must be restrained in a government approved child safety seat.	
	The vehicle must be returned with all trash removed and fuel tank must be filled if gas gauge reads ½ tank or less. The vehicles can be refueled at participating stores that accept FUELMAN/FLEETCOR credit cards.	
re	Vehicle Usage Log must be signed when the vehicle key and gas card is picked up. The vehicle key and gas card MUST be returned to Central Office as soon as the trip is completed. If Central Office is closed, please place the key in the afterhours drop off slot. (DO NOT LEAVE KEY AND GAS CARD IN THE VEHICLE.)	

The Smyrna School District does not discriminate in employment, educational programs, services or activities based on race, color, marital status, creed, religion, national origin, gender, age, genetic information, sexual orientation, gender identity, disability or any other protected category or status in accordance with state and federal laws. Inquiries should be directed to the District Superintendent.

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**CENTRAL OFFICE USE ONLY** 

Approved