

ENTERPRISE 1-800-261-7331 or HERTZ 1-800-654-3131



GPISD CAR RENTAL REQUEST

**** Fill out first two areas of form and follow REQUIRED ACTION instructions below ****

Copy will be sent back to the requestor with confirmation details for PO submission

PO Should be made out to either Enterprise Rent-A-Car (ENTERPRI001) or HERTZ (HERTZ CO000)

Trip Information		AREA 1:	
School/ Department :			
Name of Requestor/Contact #:			
Name of Trip:			
Destination/ ZIP Required :			
Date of Reservation Request:			
Location of Car Pick-up/Airport:			
Pickup - Day/ Date & Time :			
Drop-off - Day/ Date & Time :			
# of People for Car(including driver):			
REQUIRED-Please answer YES or NO:	WILL STUDENTS BE IN THE VEHICLE?	Yes	No
# of Pieces of Luggage:			
Vehicle Type Preference:			
Traveler Information		AREA 2:	
		Copy of Driver's License must be sent to barry.hosford@gpisd.org with this form & attached Statement Receipt	
Name of Driver:			
Driver's License State/Number:			
Driver's Contact Phone Number:			
Contact Email:			
If Flying - NEED Airline & Flight #			
Car Rental Details for REQ		AREA 3:	
Car Rental Cost:			
Car Rental Taxes:			
Car Rental Total:			
Confirmation Number:			
Purchase Order #:			

****PLEASE CHECK GAS TANK & MILEAGE OF CAR BEFORE LEAVING LOCATION WITH CAR****
 (Cars should be refueled using the driver's Bank of America travel card at a local gas station)

DO NOT ACCEPT FUELING OPTION AND ADDITIONAL ROADSIDE ASSISTANCE

REQUIRED ACTION - ALL Driver's MUST DO the following:

- FILL OUT** Area 1 & 2 of this form - email to phyllis.brower@gpisd.org to secure car rental.
- ANNUALLY:** You will need to send to Barry Hosford (barry.hosford@gpisd.org) a signed Statement of Receipt form along with: 1) Driver's License and 2) Proof of Insurance for driver approval.

GUIDELINES AND PROCEDURES FOR OPERATING DISTRICT VEHICLES

DEFINITION - A District Vehicle is any vehicle that the district owns or leases.

GUIDELINES - In order to drive a District Vehicle you must have the following on file at Transportation:

- A copy of your valid Texas drivers license
- An annual DPS drivers license check performed by transportation and approved by the Director of Transportation
- It is your responsibility to furnish a copy of any violations you receive in a district vehicle as well as your own personal vehicle while employed by Grand Prairie ISD

No one is allowed to drive a District Vehicle unless they are employed by the district and have been approved to drive by the Director of Transportation:

- If you allow anyone other than an approved district employee to drive your assigned vehicle it could result in suspension or termination
- Absolutely no students are allowed to drive a district vehicle

District Vehicles are for District use only. They are not to be taken home or used for personal errands.

If you drive a District Vehicle you are responsible for the following:

- Keeping the vehicle clean inside and outside
- Make sure to have an emergency card on hand at all times
- Reporting any mechanical failures to the Transportation Department
- Reporting any damage to the vehicle to the Director of Transportation and your Supervisor immediately

***If you need assistance with any of the above, please notify the Transportation Shop Foreman*

No Smoking or use of any Tobacco products in a District Vehicle:

- Tobacco of any kind is prohibited on school property: Texas Ed. Code 38.006
- The use of Tobacco products in a District Vehicle will result in a warning letter in your file, suspension and/or termination

No Alcohol, hallucinogens, or other substances regulated by the Texas Controlled Substances Act while in a district vehicle.

- Alcohol and Drugs are prohibited on school property: Texas Ed. Code 38.011, 37.016, 37.015
- Use of Alcohol or Drugs will result in suspension or termination of employment

MOVING VIOLATIONS

Consequences to District Employees that receive a citation in a District Vehicle:

The following consequences will be at the discretion of the Transportation Director and the employee's Department Director:

Consideration will be given to the employee's current driving record from DPS, history of preventable accidents and any history of negative documentation regarding a district vehicle.

- First violation, employee will receive a letter of warning from the employee's Department Director and defensive driving at the employee's expense
- Second violation, employee will receive a one day suspension without pay
- Third violation, three day suspension without pay
- Fourth violation, employee will no longer be allowed to drive a district vehicle and/or termination or reassignment

***Consequences are for three years, the duration of the ticket

***If an employee receives any traffic ticket, including the tickets issued by camera surveillance or for misuse of the toll way, it is the responsibility of the employee to pay the fine in a timely manner and report all tickets to the Director of Transportation

ACCIDENTS - Procedures in the event of an Accident in a District Vehicle:

- If you are in an accident the police, the Director of Transportation and your Supervisor must be called immediately
- Obtain name, address, driver's license number and name of the insurance company of the other driver regardless of who is at fault
- Do not discuss details of the accident with anyone except police, paramedics or a school administrator
- Pictures will be taken of any vehicles involved in an accident at the time the damage occurs by the Director of Transportation or a designee
- An accident form must be filled out in the presence of the Director of Transportation or a designee from transportation as soon as possible after the accident
- Any accident with bodily injury will be filed with Grand Prairie ISD's Insurance Company
- Any accident with damages of \$1,200 or less will be paid out of the budget of the department using the vehicle
- Drivers are subject to Drug and Alcohol testing after an accident.

Definition of a "Preventable Accident"

Any occurrence involving a District-owned vehicle or equipment, which results in property damage and/or bodily injury, in which the driver or operator in question failed to do everything reasonable and prudent to prevent it.

The following consequences will be at the discretion of the Transportation Director and the employee's Department Director:

Consideration will be given to the employee's current driving record from DPS, history of preventable accidents and any history of negative documentation regarding a district vehicle. All or part of the following may apply depending on the circumstances.

- **Warning letter in employee file**
- **Defensive Driving at the District Employees expense**
- **Training by the Transportation department's "Driver Trainer"**
- **Suspension from work without pay**
- **Termination**
- **Any accident or damage not reported immediately to the Director of Transportation and your direct Supervisor could result in suspension or termination of employment**

Every accident is a total loss unless something can be learned that will help prevent future accidents of the same nature.

**STATEMENT OF RECEIPT
PROCEDURES FOR OPERATING
DISTRICT VEHICLES**

I have received a copy of the Grand Prairie ISD Procedures for the Safe Operation of District Vehicles. I have read and understand the contents and agree to abide by its procedures.

Department: _____

Date: _____

Vehicle #: _____

Vehicle Make and Model: _____

Printed Name: _____

Signature: _____

**Please Sign & Return copy
to barry.hosford@gpisd.org**