



DISTRICT VEHICLE POOL Vehicle Reservation Form

Please read the following list of requirements for reserving a District vehicle.

- Contact Transportation at 623-772-5065 or email ccarson@avondale.k12.az.us to check on availability and receive your Reservation Form.
- Once Transportation receives your completed form, you will be emailed a confirmation.

Requirements for one-day use:

- The driver checking out the vehicle will need to pick up and return the vehicle to Transportation.
- Our office will need a copy of the driver's Arizona Drivers License.
- A Mileage Log is located on a clipboard in the vehicle that needs to be completed for each trip.
- Emergency contact during business hours is the Transportation Office #623-772-5065. If after hours, contact Dennis Roehler # 480-415-8564.
- Please be sure to check vehicle for personal items and remove any trash.
- When returning vehicle, please park vehicle at North side of Operations bldg. If after hours, leave key in Key Drop Box located by door.

Additional Requirements for overnight use:

- Each day, you need to perform a pre-trip vehicle inspection. A checklist is provided for you to follow and located on the clipboard.

NAME: _____ CELL#: _____

DEPT.: _____ # OF RIDERS: _____

DESTINATION: _____

AZ DL #: _____ EXP. DATE: _____

PICK UP DATE: _____ RETURN DATE: _____

PICK UP TIME: _____ RETURN TIME: _____

- Please be sure to complete Mileage Log located in vehicle.
- Emergency contact # in glove box.
- Pick-up/Drop-off vehicle at Operations bldg.
- Please remove all trash from the vehicle.
- If after hours, please put keys in Drop Box by back door.

Please sign below that you understand the responsibilities of checking out a vehicle.

PRINT: _____ SIGN: _____

DATE: _____