

ARLINGTON ISD - RENTAL VEHICLE RULES

Rentals are required for anything over 100 miles traveled, all out of town request and any travel requiring an overnight stay.

*** Transportation tries to accommodate all request but can only provide what the rental company has available.**

***If all District suburbans are being used a Rental maybe substituted in its place.**

REQUEST/CANCELLATIONS

- A) All request must be submitted online **2 weeks prior** to travel, **no email** request will be accepted.
- B) Request ID from the travel request form must be provided.
- C) **Approved Drivers** must be submitted at the time the request is completed online.
- D) Rental request **will not** be processed until all requirements have been met.
- E) Any cancellations must be done by email to Charrasen Kennedy, ckennedy@aisd.net or Anthony Miles, amiles@aisd.net three days prior to the scheduled departure.
- F) Rentals are reserved with Enterprise Rent A Car. At times Suburbans are not available so Enterprise provides a vehicle of similar style.
- G) Rentals requested for the weekend and/or holidays **will be charged until the following business day upon return.**

PICK UP/RETURNS

- H) All rentals that are picked up from AISD Transportation must be returned to AISD.
- I) A Rental agreement form must be filled out before you can pick up your rental keys
- J) All rentals must be signed out in the transportation office between the hours of 6:00am and 5:00pm
- K) Paperwork for your Rental will be in the mail box marked "OUT". PLEASE ONLY TAKE THE RENTAL ASSIGNED TO YOU! This mail box is located by the first bay door on the northwest side of the garage.
- L) Directions will be given as to where the Rental will be parked. Your vehicle should be parked in the place of that Suburban and/or Rental.
- M) Return Rental vehicle with the same fuel level in which it was picked up.
- N) Return keys and paperwork with mileage into the Transportation Office. **If it is after hours** return paperwork with mileage and key in the "IN" mail box . Failure to return the key to the AISD Transportation Office may result in a fee to replace the key.

CHARGES

- O) Any vehicle requested for an early leave time will be picked up prior to that day and may be charged.
- P) Rentals requested for the weekend and/or holidays will be charged until the following business day upon return.
- Q) **Fuel cards are not provided with rentals. Driver will be responsible for fuel** and will have to complete a Travel Request Form with the Accounting Department to receive reimbursement.

AISD SUBURBAN – GENERAL & EMERGENCY EVACUATION & AISD POLICY APPLY.

Employee Signature:

Safety Official:

Date:
