For Reservations email to [reruiz@bisd.us](mailto:reruiz@bisd.us)

Rental of BISD Vehicle Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School /Organization Name:** |  | **Event:** |  | **Destination:** |  |
|  |  |  |  |  |  |
| **# of Vehicle(s) Needed:** |  | **Pick up Date:** |  | **Return Date:** |  |
|  |  |  |  |  |  |
|  |  | **Pick up Time:** |  | **Return Time:** |  |
|  |  |  |  |  |  |
| **Driver's Name:** |  | **DL#** |  | **Cell #** |  |
|  |  |  |  |  |  |
| **Driver's Name:** |  | **DL#** |  | **Cell #** |  |
|  | **(All drivers must be cleared by the Human Resource Office, Please attached e-mail of approval by HR)** | | | |  |
|  |  |  |  |  |  |
| **# of Students:** |  |  |  |  |  |
|  |  |  |  |  |  |
| **# of Adults:** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Acct#**  **(To pay for the rental of the vehicle)** |  |  |  | **Request it by:** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

• No Smoking

• No eating while driving a BISD vehicle

• No open containers

• Pick up trash upon returning the vehicle

• No vehicle is allowed to stay overnight at your home

• REPORT ANY ACCIDENTS OR INCIDENTS THAT MAY OCCUR.

• Vehicles are equipped with Front & Rear Video recording (video only no audio)

• Vehicles are equipped with GPS

Please call a day before your trip to check on trip details. (956)698-2058