

# CTE Fleet Vehicle Request Form

In order to reserve a Fleet vehicle please return this form to the Career Center CTE Office. In the event you submit a request with short notice, be aware that a vehicle may not be available. Should your event change, please contact the office as soon as possible.

Today's Date: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Purpose of Use & Destination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date & Time of Pick Up: \_\_\_\_\_

Date & Time of Return: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Vehicle Requested

Name of Approved Driver (s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## It is your responsibility to:

1. Pick up keys and gas credit card (if applicable) during office hours Monday-Friday; 8am-4:00pm.
2. Empty the trash from the vehicle.
3. Inform the office if there is a problem with the vehicle.
4. Turn in the keys and any fuel card receipts the day of your return or the next business day by 9:00 a.m. if your return is at night or on a weekend.
5. Prior to returning vehicle to the Career Center, it is your responsibility to fill up the tank at KISD Transportation.

## For Office Use Only

Date Received: \_\_\_\_\_

Approved: Yes  No

Reason Denied: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_