



## Hampton County School District 2 Vehicle Request Form

Title of Meeting/Purpose:

Account Number:

School/Organization: Choose an item.

Driver:

Passenger(s):

Departure Date:

Return Date:

Departure Time:

Return Time:

Destination:

Estimated Miles:

Requested By:

Date:

Approved  Denied

Date:

Coordinator's Signature:

Date:

Assigned Vehicle:

Ford # 2

Mercury

Ford Taurus

Van

- Vehicle request, key pick up and key return will be handled through **Mr. Livingston**
- Vehicles are to be picked up from and returned to the District Office.
- Vehicle keys should be picked up by 2:00 p.m. from **Mr. Livingston** the day prior to travel and returned by 8:30 a.m. the morning after travel (please do not leave keys in car).
- All vehicles should be returned with clean interior. Please check car for trash AND stains before driving and **NOTE BELOW**. The Clean Air Act applies to the use of all district vehicles. This means **NO SMOKING**.
- To ensure availability please request car at least 10 days prior to traveling.
- District employees will not be able to drive their own vehicle to any professional learning opportunity unless district vehicle is not available.
- While driving district vehicle, texting is not permitted.

Driver's Signature:

Date:

Hampton County School District 2 will utilize Google Maps as its official free online web mapping service for mileage reimbursements. Please visit Google Maps at <https://maps.google.com/>.