



Willmar Public Schools - ISD 347
School Vehicle Request Form

Name of the Person Requesting the Vehicle: _____

Phone Number: _____

List all possible drivers (driving records will be verified first with DVS for violations):

Department: _____

Reason for the trip: _____

Number Attending: _____ Employees: _____ Students: _____

Destination: _____

Date(s) Vehicle is Needed: _____

Pick Up Time: _____ Vehicle will be returned by: _____

The time that you plan to leave Willmar should be the time you pick up your vehicle, unless it is before 8:00 a.m. or after 5:00 p.m., then the vehicle keys should be picked up the afternoon before the trip.

Authorizing Signature: _____
(Principal or Supervisor)

This trip should be expense coded to:

District office use only:

Date request was received: _____

Approved

Not Approved -
No Vehicles Available

*Notes: If you are traveling before 8 a.m., please pick up the keys the afternoon before your trip. Also, check the date of the last oil change when you return the vehicle. Let the District Office know if the vehicle needs an oil change, or if it needs any repairs. **Fill the gas tank before you return the vehicle to the WEAC parking lot.** Return all gas receipts to the Finance Dept. at WEAC.*

School Vehicle General Information

1. The District Office's hours are **8:00 a.m. to 4:30 p.m.** You will need to pick up keys during those hours. If you are leaving before 8:00 a.m. you will need to get the keys before 4:00 p.m. the day before.
2. Do not ask to pick up a vehicle earlier than when you actually need it or keep it longer than needed. The vehicles are to be parked at the District Office whenever they are not in use.
Do not request a vehicle for the evening before if you aren't leaving until morning. Someone else may need to use the vehicle in the evening. Please return the vehicle to the District Office parking lot at WEAC as soon as you're finished with it as someone may be waiting to use it as soon as you return or early the next morning. Parking spaces for school vehicles are located in the SE corner of the District Office parking lot.
3. **Be sure you put fuel in the vehicle when you return.** You can purchase and charge fuel for your trip on our charge account at:

Walts

1200 - 1st St. S

Monday-Saturday 6:00 a.m. - 10:00 p.m.

Sunday 6:30 a.m. - 9:00 p.m.

Ask the District Office for a credit card if you will be returning after the hours above.

A reminder that each time gasoline is purchased, staff need to:

- Sign the Walt's slip
- Print their name
- Print the vehicle license number
- Print the event you participated in (why did you use the vehicle ?) so we know where to expense the gas.

If you are getting back after the gas station is closed, you will need to pick up a credit card from the WEAC front desk when you pick up the vehicle keys (or before you leave town if using a site vehicle), to be used to pay for fuel at the pump. The credit card and the receipt(s) need to be returned to the District Office in person, or in the drop box at WEAC along with District vehicle keys immediately upon your return to Willmar. **DO NOT** put the credit card in to interschool mail.

If you are returning late and the vehicle is not working properly, please call Dave (320-220-0197). Do not leave a note. The vehicle may be checked out early in the morning and we would like to be able to notify the user before they take it.

4. When you put gas in the vehicle, also clean the front and back windows if they need it. **Throw away any trash** so it is clean for the next person taking the vehicle.
5. If you return after 4:30 p.m. put the keys (and the credit card if you have one) in the drop box located at the far east end of the District Office. If you used signs, remember to put these inside the vehicle. **DO NOT lock the keys in the vehicle.**

School Vehicle Accident Procedures

If you are involved in an accident while using a school vehicle, follow the steps below:

1. Contact emergency medical services as necessary.
2. Contact law enforcement.
3. Contact building administrator from your building or the administrator in charge of the program you work for.
4. Provide all names of people involved in the accident to the building administrator.
5. Contact the District Office at 320-231-8500 to make a report for insurance purposes.
6. Write a report of what happened in regards to the accident and give the report to your administrator.