

SCHOOL DISTRICT OF PHILADELPHIA DEPARTMENT OF TRANSPORTATION	POOL CAR USE AUTHORIZATION FORM
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Driver Name / Title			Employee ID	Driver Department	Office Phone Number
License State	License No.	Expiration Date	Date of Request	Driver E-mail Address	Cell Phone Number

Justification for Request

Vehicle and Vehicle Usage Information

Car Pick Up Date	Car Pick Up Time	Car Drop Off Date	Car Drop Off Time	Destination	Estimated Round Trip Mileage

Will the vehicle be used to travel outside the City limit?
 Answer: _____

Will the vehicle be used to carry passengers or cargo?
 Answer: _____

Employee Consent

I assure that the assigned School District of Philadelphia vehicle is used for the purpose stated above and is operated in accordance to the policies and conditions stated in the School District of Philadelphia Pool Car Vehicle Manual and Zipcar Procedural Manual. I also understand that payment of any speeding tickets, tolls, key and key fob replacement, red light violations and/or parking violations and associated tows incurred while operating a School District vehicle will be solely my responsibility.

Yes No

I certify that my license is current and valid. I authorize my consent to periodic license checks to assure that I maintain my suitability to fulfill driving duties that may be related to the position that requires the authorization and usage of the School District of Philadelphia vehicle.

Yes No

I understand that a GPS Tracking Device is or will be installed in all School District buses and non-bus vehicles and will be used on a daily basis. The School District of Philadelphia has the right to use the GPS systems to monitor activity including but not limited to: unlawful speeding, car idling at fixed intervals, and unauthorized vehicle usage. Employees should have no expectation of privacy for their physical location during the specified work hours. Any violation of this GPS Tracking Policy could result in disciplinary action.

Yes No

Submission and Approval

Requestor Signature and Date Name / Title _____ Signature & Date _____	Chief Approval Name / Title _____ Signature & Date _____
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<p>DO NOT WRITE - TRANSPORTATION ONLY</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p><input type="checkbox"/> No Pool Car Available Zipcar Authorization # </p> <p>Name/Title _____</p> <p>Signature & Date _____</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Key Pick Up Date</td> <td style="text-align: center;">Key Pick Up Time</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> </tr> </table> <p>Name/Title _____</p> <p>Signature & Date _____</p>	Key Pick Up Date	Key Pick Up Time		
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