



1793 Hwy 501 East
 Conway, South Carolina 29526-9501
 Telephone: (843) 347-4026
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Horry County Schools: Rental Vehicle Requisition Form

Date & time leaving: _____ at _____ am _____ pm Date & time returning: _____ at _____ am _____ pm

Primary driver's name: _____ State traveling to if out of S.C.: _____

Primary driver's license number: _____ Expiration date: _____ DOB: _____

Home phone: _____ School/location: _____

Office phone: _____ Account #: _____ Last 4 digits of p. card: _____

Contact person (Bkpr): _____ Office phone: _____

Contact person Email (Bkpr): _____

Additional driver(s), if applicable	Driver's license #	State	Expiration date	Date of birth

Vehicle needed (please check the box): Sedan Truck/Cargo Van (**adults only – no students**)
 Minivan 12-Passenger Van (**adults only – no students**)

Number of occupants (a seat and seatbelt must be provided for each occupant): _____

If applicable, the number of students to be transported: _____ [if students will be transported, a premium or better vehicle must be rented, and the vehicle must have been manufactured with a maximum of seven seats or less (each seat must have an operative seat belt) and designed for a maximum of seven occupants or less].

The Rental Agreement with Enterprise must indicate that DW (damage waiver), PAI (personal accident insurance), and SLP (supplemental liability protection) are accepted and made part of the agreement.

1. In the Green Sea Floyds and Loris areas, the primary driver must make arrangements to pick up the rental vehicle from, and return it to, the office designated by Enterprise.
2. Delivery and pick-up by Enterprise is available only to the **schools** and **district offices** in the Aynor, Carolina Forest, Conway, Galivants Ferry, Garden City, Little River, Murrells Inlet, Myrtle Beach, North Myrtle Beach, and Socastee areas. Enterprise is to provide delivery to and pick-up service from:

_____ (Name of school/office)

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Additional requirements

1. The rental vehicle must be provided by Enterprise Rent-A-Car.
2. The driver(s) must have a valid state-issued driver's license, and only the driver(s) indicated on both pages one and two of this form is(are) allowed to drive the vehicle.
3. The driver(s) must adhere to the conditions set forth in the Enterprise Rental Agreement and to applicable laws and regulations governing the operation of a motor vehicle.
4. Each person in the vehicle must have available and must use a seatbelt, which must not be shared.
5. When the use of a school bus or a commercial motor coach is not possible or reasonable under circumstances such as, but not limited to, a school bus is not available, a school bus driver is not available, or only six or fewer students need to be transported, a rental vehicle may be used to transport the students as long as:
 - a. the driver is a District employee or District-approved volunteer 21 years of age or older;
 - b. the driver is not enrolled in a high school;
 - c. the driver has a driver's license that has not been withdrawn, suspended, revoked, or cancelled during the three-year period preceding the date(s) the rental vehicle will be used; and
 - d. the driver has on his/her person a valid state-issued driver's license with no more than four points and none of the following violations within the three-year period preceding the date(s) the rental vehicle will be used:
 - (1) a traffic offense committed in any vehicle in connection with a traffic accident involving a fatality,
 - (2) speeding 15 miles per hour above the posted limit,
 - (3) reckless driving,
 - (4) improper or erratic lane changes, or
 - (5) following a vehicle too closely.

With regard to the contents of this Rental Vehicle Requisition Form, by my signature below, I certify that the information pertinent to me is correct, that I am in compliance with and will abide by the conditions and requirements set forth herein, and that a copy of this form has the same authority as the original.

<u>Signature of Driver(s)</u>	<u>Printed Name</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

This requisition is being submitted with my approval. The procedures established for the above trip have been followed, including if applicable, approval of an "Out-of-District Travel Pre-Authorization & Reconciliation" form.

<u>Signature of Principal or Other Employee Authorized by the Principal</u>	<u>Title</u>	<u>Date</u>
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