

Suburban Request Procedures

Beginning Monday, October 1, 2018, all suburban requests must be submitted via **SchoolDude (Maintenance Direct)** by your campus/department requestor.

To request a suburban, submit the following information and forms to your campus/department requestor.

- How many suburbans are needed
- Name of School and Group/Department/Organization
- Drivers' names
- Departure date
- Return date
- Destination and Reason for trip (City, State and Event)
- Approximate number of passengers

Any NISD employee who will be driving the suburban(s) must review the **Terms and Conditions** and the **Risk Management Guidelines** forms, and then submit both signature pages, along with a copy of their driver's license, **AS AN ATTACHEMENT within the work order**. Drivers must be approved and added to the district insurance *prior* to operating a district vehicle. **Submission and approval must be made prior to the initial use of the vehicle and must be done once every school year.**

- Both forms and driver's license need to be scanned into **one document**.
- For reservations with multiple drivers, each driver needs to submit these forms, not just the driver submitting the reservation to the requestor.

For any questions regarding the reservations of suburbans

please contact

Morgan Millican at 817-215-0194.