**Reserving a Vehicle**

Email: maintenance@yksd.com to make a reservation, include the following:

* Your name
* Which vehicle(s) you would like to reserve
* The dates you would like to reserve
* You may want to include which CTE class/event you are making the reservation for. (Some classes are held simultaneously.)

There is a district office (DO) binder that reservations go in. *You may want to double-check your reservation if you ever go to the DO.*

Pick up the keys, from the maintenance department at the DO, before 5PM, if you need the vehicle early in the morning. *You may want to check the fuel level at this time.*

Make sure there is some fuel in the vehicle before you drop it off.

* Use the CTE card, if you need to get fuel.
	+ Get the charge code from Patty Woody
	+ *You may want to take a photo of the receipt when it prints, just in case.*
	+ Give the receipt to Misty Posekany
* The Transit van’s fuel door is inside the driver’s door jamb towards the floor.