

## FIELD TRIP REQUEST FORM

Name of School: Ignite Institute

Date of Field Trip: 11/15/2023 to 11/17/23

Days of School Missed: 2

Location of Field Trip: Speedway, IN

Grade Level and Number of Students Attending: HS 12

Number of Chaperones Attending: 2

What form of transportation will be used?\* Be Specific. Rental Van

Have field trip rules been explained to the students and chaperones?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Are there students being denied the right to attend due to finances?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Does this trip comply with Title IX equity issues?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Brief Description (Be specific regarding educational purpose):

VEX Signature Tournament - Students will be competing in regional robotics  
competition, driving and repairing the robot, editing programming, recording and  
analyzing performance data of other robots, and marketing robot to other teams.

Please check the appropriate box:

☐ To be used for 1 (one) day trips using school bus or private automobile.\*  
**NEEDS PRINCIPAL APPROVAL ONLY.** PLEASE SEND ALL FORMS TO DISTRICT OFFICE.

☒ To be used for overnight trips, trips of more than one instructional day and Co-curricular/  
Extracurricular trips.  
**TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.**

☐ To be used for trips taken by common carrier.  
**TO BE APPROVED BY THE BOARD OF EDUCATION.**

**NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.**

Sponsor Signature: Elizabeth Koch Digitally signed by Elizabeth Koch  
Date: 2023.08.31 10:43:15 -04'00'

Principal Signature:  Date Approved: \_\_\_\_\_

DISTRICT OFFICE USE ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.

Email

Print

Reset

Please print this form and email to [mailto:tammy.jump@boone.kyschools.us](mailto:mailto:tammy.jump@boone.kyschools.us)

## Koch, Elizabeth

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**From:** Knox, Josh  
**Sent:** Wednesday, September 13, 2023 10:52 AM  
**To:** Koch, Elizabeth  
**Subject:** Fw: Confirmed: Enterprise Rent-A-Car Reservation 1773978328 at FLORENCE

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**From:** Enterprise Rent-A-Car <No-Reply@enterprise.com>  
**Sent:** Wednesday, September 13, 2023 9:40 AM  
**To:** Knox, Josh <josh.knox@boone.kyschools.us>  
**Subject:** Confirmed: Enterprise Rent-A-Car Reservation 1773978328 at FLORENCE

You don't often get email from no-reply@enterprise.com. [Learn why this is important](#)

### EXTERNAL MESSAGE



## Your Reservation is Confirmed.

Thanks for choosing Enterprise! You reserved a 7 Passenger Minivan vehicle on November 15, 2023 at FLORENCE.  
Your confirmation number is: **1773978328**

### Itinerary

#### PICK UP

**Wed, November 15, 2023**

**11:00 AM**

**FLORENCE**

7484 BURLINGTON PIKE

FLORENCE KY 41042-1552 USA

(859) 371-2330

Wed 8:00 AM-5:30 PM

*Hours subject to change. Please call to verify.*

#### RETURN

**Sat, November 18, 2023**

**10:00 AM**

**FLORENCE**



**Vehicle****7 Passenger Minivan**

Chrysler Pacifica or similar  
Automatic

**RATES & CHARGES****Vehicle**

TIME & DISTANCE	3 DAILY @ \$125.96	\$377.88
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**Mileage**

Unlimited

**Taxes and Fees**

KY LICENSE FEE (3.0%)	\$11.34
VLC RECOVERY FEE	\$4.65
KY U-DRIVE-IT TAX (6.0%)	\$22.67
KY VEH EXCISE TAX (6.0%)	\$22.95

**Estimated Total****\$439.49**

(includes taxes and fees)

Total may vary slightly at time of rental based on the election of prepaid gas, optional coverage items or changes in taxes, surcharges and fees.

**PAYMENT**

Pay at counter

**DRIVER INFORMATION:**

**Driver Name:** JOSHUA KNOX

**Phone:** (•••) •••-0723

**Email:** j•••••x@boone.kyschools.us

[VIEW DETAILS OR MODIFY](#)**Important Toll Road Information**

You may be renting or driving in an area with toll roads. We offer optional TollPass products at participating locations that allow you to breeze through tolls without stopping to pay cash. Some toll plazas are electronic only and do not offer a cash payment option.

Learn more about our [TollPass Program](#) and what areas it covers.

## Rental Policies

### Renter Requirements

#### RENTER REQUIREMENTS AND FORMS OF PAYMENT POLICIES

##### RENTER REQUIREMENTS POLICY

All renters and additional drivers must be 21 or older. All renters must have a valid driver's license and a major credit card or debit card in their name. Individuals with learners' or instructional permits are not eligible to rent. This is only a summary. For additional details, please reference the Driver's License Information Policy.

##### AGE

The underage surcharge for drivers between the ages of 21 and 24 is \$25 per day. Renters between the ages of 21 and 24 may rent the following vehicle classes: Economy through Full Size cars, Cargo and Minivans, Pickup Trucks, and Compact, Small and Standard SUVs with seating up to 5 passengers.

##### DEBIT CARD

Debit cards are accepted at time of rental under the following conditions:

- the name and address shown on the renter's driver's license must match their current home address;
- the address must be within 50 miles of the renting branch OR the renter's driver's license is from the same state where the rental branch is located;
- renters must present two of the following items, each of which must indicate the renter's current home address: a utility bill, cellular phone bill, paycheck or paystub, an original declaration page from an active auto insurance policy. Utility bill(s), cellular phone bill(s) and paycheck or paystub must be originals and dated within 30 days.
- Active duty military personnel are exempt from address requirements.

Other than the renter's spouse or domestic partner, no other additional drivers are allowed.

Renters using a debit card may rent the following vehicle classes: Economy through Full Size cars, Cargo and Minivans, Pickup Trucks, and Compact, Small and Standard SUVs with seating up to 5 passengers.

If using a debit card for any amounts owed, the available funds in the account associated with Renter's debit card will be reduced by those amounts. Additionally, Renter is responsible for any overdraft fees incurred.

Please read the Forms of Payment policy (see below) for additional details pertaining to the use of debit cards at this location.

##### INSURANCE VERIFICATION

At the time of rental, Renter must provide evidence of a transferrable auto collision, comprehensive and liability policy for the following vehicle classes: Full Size Luxury Sedan, Premium Luxury Sedan, Midsize Sport Luxury Sedan, Electric Luxury Sedan, Premium Luxury SUV, Extended Luxury SUV, Electric Luxury SUV, Limo Van, and Corvette.

##### FORMS OF PAYMENT POLICY

The following forms of payment are accepted for the rental.

VISA®

MasterCard®

American Express®

Discover Network®



## Debit Card

The Estimated Total for the rental on the Review & Reserve screen and/or in the email reservation confirmation will be charged to the form of payment provided by Renter. If the rental as reserved is modified, the estimated total amount for the rental may change and would still be charged to the form of payment provided by Renter.

At the time of the rental, Renter will sign a rental contract (the "Contract") which applies to the rental and includes a Rental Agreement Summary and the Additional Terms and Conditions.

## DEPOSIT AMOUNT

To account for Renter potentially incurring additional amounts owed under the Contract, a deposit of \$300, or \$850 for the following vehicles classes: Performance Sport, Full Size Luxury SUV, Electric Luxury SUV, Full Size Elite Electric Sedan, Midsize Sport Luxury Sedan, Full Size Luxury Sedan, Premium Luxury Sedan, Electric Luxury Sedan, Premium Luxury SUV, Extended Luxury SUV, Limo Van, and Corvette will be required from Renter at the time of the rental.

## ADDITIONAL INFORMATION

Renter must use an above listed form of payment for the deposit amount. The deposit amount will not be available for use by Renter and/or refunded to Renter until after the vehicle has been returned.

If Renter incurs additional amounts owed under the Contract, those additional amounts may be deducted from Renter's deposit amount, if applicable. If those additional amounts are not deducted from the deposit amount, if applicable, they will be charged to the form of payment provided by Renter at the time of rental unless Renter provides a different above listed form of payment to be charged.

If using a debit card for any of the above amounts, the available funds in the account associated with Renter's debit card will be reduced by those amounts. Additionally, Renter is responsible for any overdraft fees incurred.

Money orders and prepaid cards are not acceptable forms of payment at the time of rental, including for the deposit amount, but may be used to pay any amounts due at the end of the rental after the vehicle has been returned. Cash is not accepted.

In addition to one of the above listed forms of payment, credit cards with sufficient available credit which are listed on Renter's Profile or Loyalty Account (Emerald Club, E Club, etc.) will be accepted as payment for all amounts owed under the Contract.

All amounts owed by Renter under the Contract will be submitted (a) as an authorization to be a hold against and ultimately charged to Renter's credit card or debit card, or (b) to be charged to Renter's debit card.

Please read the Renter Requirements policy (see above) for additional details pertaining to the use of debit cards and general rental requirements at this location.

## Forms of Payment

Please read the Renter Requirements Policy for details pertaining to deposits and general rental requirements at this location.

## Additional Driver

Renter's spouse or domestic partner who meet the same age and driver's license requirements of the renter are authorized drivers at no additional charge. Any additional authorized drivers must appear at time of rental and meet age and driver's license requirements. An additional charge of \$15 per day for each additional authorized driver will be added to the cost of the rental, unless other contractual conditions apply.

A spouse or domestic partner is the only permitted additional driver on a rental secured with a debit card.

## Age Requirements

Please see the Renter Requirements policy for age requirements and youthful driver charges.

## Cross Border Policy

Rentals originating in the United States: Most vehicles rented in the US can be driven throughout US and Canada. Some vehicle classes like Exotics, Large Passenger or Cargo Vans, and other specialty vehicles may not be allowed to travel outside of the US. Please reach to the renting location directly for details on cross-border restrictions.

Most locations do not allow travel into Mexico. If you wish to travel into Mexico, you will be required to purchase additional insurance to cover the vehicle while in Mexico. Please contact the branch directly to determine limitations and availability.



**Damage Waiver**

Damage Waiver (DW) for this branch ranges between \$23.99 and \$29.99 per day. - DW is offered at the time of rental for an additional daily charge. If the renter accepts DW, Enterprise waives or reduces the renters responsibility for loss of, or damage to, the rental vehicle (including but not limited to towing, storage, loss of use, administrative fees and/or diminishment of value) subject to the terms and conditions of the rental agreement and applicable laws. DW is not insurance. The purchase of DW is optional and not required to rent a car. The protection provided by DW may duplicate the renters existing coverage. Enterprise is not qualified to evaluate the adequacy of the renters existing coverage; therefore the renter should examine his or her credit card protections, automobile insurance policies or other sources of coverage that may duplicate the protection provided by DW.

**Extended Protection**

For retail rentals only secured with Extended Protection within the cost of the rental (excluding any liability protection or insurance coverage provided under a commercial contract), the following shall apply:

Extended Protection (EP) (Where available): Owner provides Renter or any AAD with third party liability protection in an amount equal to the minimum financial responsibility limits applicable to the vehicle (the Primary Protection). EP also provides additional third party liability protection, through an excess liability policy, with limits of the difference between the Primary Protection and a combined single limit of \$1 million per accident for bodily injury and/or property damage to others arising out of the use or operation of the Owner rental vehicle by Renter or an AAD, subject to the terms and conditions of the policy. EP includes UM/UIM coverage for bodily injury and property damage (only where required by law for property damage) in an amount equal to the minimum financial responsibility limits applicable to the Vehicle (the Primary Protection), and additional coverage, through an excess liability policy, with limits for the difference between the statutory minimum underlying limits and \$100,000 per accident (for rentals commencing in New York, UM/UIM limits are \$100,000 per person/\$300,000 per accident; for rentals commencing in Hawaii, the UM/UIM limits are \$1,000,000 combined single limit) or state mandated UM/UIM limit, whichever is greater. OWNER AND RENTER REJECT ANY ADDITIONAL UM/UIM COVERAGE TO THE EXTENT PERMITTED BY LAW. EP, including UM/UIM benefits is provided only when Renter or any AAD are driving the Vehicle. No claim for UM/UIM may be made due to the negligence of the driver of the Vehicle. EP coverage is in effect only while another AAD or Renter is driving the Vehicle within the United States and Canada; coverage does not apply in Mexico. ADDITIONAL POLICY EXCLUSIONS INCLUDE: (A) BODILY INJURY OR DEATH TO RENTER, ANY AAD, OR TO THE BLOOD RELATIVES OR FAMILY OF RENTER OR AN AAD, IF SUCH RELATIVES OR FAMILY RESIDE IN THE SAME HOUSEHOLD WITH RENTER OR WITH AN AAD; (B) PROPERTY DAMAGE TO THE RENTAL VEHICLE; (C) FINES, PENALTIES, EXEMPLARY OR PUNITIVE DAMAGES; (D) BODILY INJURY, DEATH OR PROPERTY DAMAGE EXPECTED OR INTENDED FROM THE STANDPOINT OF THE INSURED; AND (E) ANY OBLIGATION FOR WHICH THE INSURED OR THE INSURED'S INSURER MAY BE HELD LIABLE UNDER ANY WORKER'S COMPENSATION, DISABILITY BENEFITS OR UNEMPLOYMENT COMPENSATION LAW OR ANY SIMILAR LAW. (F) BODILY INJURY OR PROPERTY DAMAGE EXPECTED OR INTENDED FROM THE STANDPOINT OF RENTER OR AADS. Note: Any UM/UIM benefits paid are included in the \$1 million combined single limit EP coverage and in no way increase the combined single limit amount referenced above. This insurance coverage is underwritten by Ace American Insurance Company. Report SLP Claims to: Sedgwick CMS, P.O. Box 94950 Cleveland, OH 44101-4950, Phone: 1-888-515-3132 Fax: 1-216-617-2928.

**Personal Effects Coverage**

Personal Effects Coverage (PEC) is offered at the time of rental for an additional daily charge. If accepted, the PEC contained in the policy insures the personal effects of the renter, additional drivers or any individual who is traveling with the renter against risks of loss or damage. Benefits are payable in addition to any other insurance coverage the renter or passengers may have. This is a summary only. PEC is subject to the provisions, limitations and exclusions of the PEC policy underwritten by Empire Fire and Marine Insurance Company in the United States. The purchase of PEC is optional and not required to rent a car. The coverage provided by PEC may duplicate the renter's existing coverage. Enterprise is not qualified to evaluate the adequacy of the renter's existing coverage; therefore, the renter should examine their personal insurance policies or other sources of coverage that may duplicate the coverage provided by PEC. Based on the location state where the vehicle is rented, the fee for PEC ranges from \$5.99 to \$8.19 per day; vehicles with seating capacity for 10 people or more will have a range of \$7.99 to \$15.67 per day.

**Refueling Service**

As a customer, you have a choice as to how you would like to pay for fuel.

**Option 1- Prepay Fuel**

This option allows the renter to pay for the tank of gas at the time of rental and return the tank empty. No refunds will be issued for unused gas.

**Option 2 - We Refill**

This option allows the renter to pay Enterprise at the end of the rental for gas used but not replaced. Price per gallon will be higher than local fuel prices.



### Option 3- You Refill

This option allows the renter to return the vehicle with the same amount of gas as received to avoid extra fuel charges.

### Roadside Protection

Renter may purchase Roadside Assistance Protection (RAP) from Owner for an additional fee. If Renter purchases RAP, Owner agrees, subject to the actions that invalidate Damage Waiver, to contractually waive Renter's responsibility for the cost to provide 24/7 roadside assistance (where available) which includes replacement of lost keys (including remote entry devices), flat tire service (if no inflated spare is available, the vehicle will be towed. Cost of a replacement tire is not covered by RAP), lockout service (if the keys are locked inside the vehicle), jumpstarts, and fuel delivery service for up to 3 gallons (or equivalent liters) of fuel if Vehicle is out of fuel. Roadside Assistance Protection services are only available in the United States and Canada. If Renter does not purchase RAP, or RAP is invalidated as set forth above, roadside assistance will be available, but standard charges will apply. RAP does not apply in Mexico. For roadside assistance call 1-800-307-6666. In CA, KS, MO, NV and NY, keys are not covered by RAP.

### Supplemental Liability Protection

Supplemental Liability Protection (SLP) for this branch is \$13.00 per day. - Supplemental Liability Protection (SLP) is offered at the time of rental for an additional daily charge. If accepted, SLP provides the renter and authorized drivers with up to \$300,000 combined single limit for third party liability claims. If the renter accepts SLP, Enterprise provides third party liability protection up to the applicable minimum financial responsibility limit and Zurich American Insurance Company provides excess third party liability insurance coverage from the applicable minimum financial responsibility limit to \$300,000. This is a summary only. SLP is subject to the terms, conditions, provisions, limitations and exclusions in the supplemental rental liability insurance excess policy underwritten by Zurich American Insurance Company. The purchase of SLP is optional and not required to rent a car. The coverage provided by SLP may duplicate the renters existing coverage. Enterprise is not qualified to evaluate the adequacy of the renters existing coverage; therefore the renter should examine his or her personal insurance policies or other sources of coverage that may duplicate the coverage provided by SLP.

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[Privacy Policy](#)   [Terms of Use](#)

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