

Trailer Request Procedures

1. Prior to reserving a trailer you must bring **proof of insurance** and a **copy** of your **driver's license** to the **CTE office** located at **1928 N Main**.
2. The CTE office will submit your driver's license for clearance to the transportation office. This process could take up to 4 weeks so please plan accordingly.
3. Upon notification of clearance you will receive a post card informing you of your clearance (or if denial has been determined).
4. With clearance, you may request the use of a trailer.
5. Complete Trailer request form and return to the Ag mailbox. The form is located on the CTE website and at the barn near the Ag teachers' office.
6. The Ag Manager will assign you a trailer and arrange a time for you to pick up the trailer. If the trailer is not available on the date requested the Ag Manager will notify you by phone.
7. At time of checkout an inspection is completed by the Ag Manager with you present. Any flaws or areas of concern should be documented at this inspection. You will be held responsible for any damages not noted.
8. Upon completion of inspection, you may use the trailer.
9. The trailer should be returned in a timely manner and in clean condition.