Virginia Department of Fire Programs
School Training Program – Trailer Request Form for Usage and Agreement

◉ **Funded School** ○ **Non-Funded School** ○ **Reimbursable** ○ **Partial**

Date: _____

The _____ of _____,
(Name of Agency/Fire Department) (City/County)
Virginia, assumes full responsibility and liability for the _____ trailer
(Name of the Trailer)
and equipment used for school # _____, which includes the pickup and return of the trailer as agreed to below using only agency/fire department vehicle(s).
(Approved VDFP school # from your Area Office)
An inventory sheet is provided in each trailer and a pre- and post- inventory must be done and returned to Logistics Office at the completion of the course.
The equipment used also includes all expendable materials used from the trailer, which must be replaced and/or if need of repair the agency that agreed to the usage of the trailer will incur the cost of the repair or replacement of the equipment.
Expendable materials include: Oil, Gasoline, Lumber, Saw Blades and Air in Air Tanks.
Agency/Department Information:
Name of Requestor: _____
Address: _____
Telephone #;_____ Fax #: _____
After Hours #: _____ Cell#: _____
Course Location/Destination: _____
Driver: _____
Agreed Pickup Date: _____
Agreed Return Date: _____
Failure to pickup and return the trailer on the agreed dates shall result in possible non-usage in the future
Directions: _____
_____
_____
_____
_____

Please submit all Trailer requests to John Woodburn at:
Virginia Department of Fire Programs
1005 Technology Park Drive
Glen Allen, VA 23059
(804) 249-1979
(804) 371-3209 Fax

For Office Use Only

Request Approved: _____ Denied: _____
Driver Assigned: _____ Contract Signed: _____
Signature: _____ Date: _____