

## Yreka Union School District Vehicle Use Agreement

A pre-trip inspection must be completed prior to vehicle use. Failure to complete a pre-trip inspection is a violation of the Yreka Union School District Transportation Risk Controls and Policy and may result in prohibition of future School District vehicle use. Drivers of vehicles owned by the Yreka Union School District acknowledge that the vehicles are to be used only for school business and activities and are not to be utilized for personal use.

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Driver Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Vehicle Unit Number: \_\_\_\_\_

Vehicle Check Out Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Vehicle Due Back Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Odometer Reading Check Out: \_\_\_\_\_ Check In: \_\_\_\_\_

Gas Tank Full: \_\_\_\_\_

Physical Inspection of Vehicle – Note all damage or defects:

Exterior:

Interior:

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The driver of Yreka Union School District vehicles acknowledges and agrees to the rules and requirements of the Yreka Union School District Transportation Risk Controls and Policy.

The individual above in this agreement hereby agrees to return the vehicle clean, with all garbage removed. Food and beverages, except for water, will not be consumed in the district vehicle. The vehicle will be returned to the school district with a full tank of gas. The vehicle must be returned to the school district on or before the indicated due back date and time.

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approving Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_