

# REQUEST FOR USE OF DISTRICT AUTOMOBILE

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Date: \_\_\_\_\_

I hereby request the use of a District-owned automobile on: \_\_\_\_\_  
*Day / Date*

for: \_\_\_\_\_ to: \_\_\_\_\_  
*(Be specific: Math conference, athletic contest, etc.)* *Destination*

Approximate time of use: \_\_\_\_\_ to \_\_\_\_\_ Passengers: No. of Adults \_\_\_\_\_ No. of Students \_\_\_\_\_ Self \_\_\_\_\_

District Gas Card Yes \_\_\_\_\_ No \_\_\_\_\_ Charge to: Account Number \_\_\_\_\_  
*[Circle: Field Trip, Athletic, Special Program (be specific)]*

**Affirmation:**

I am an employee of the District and presently hold a valid California Driver's License, I have read and will follow the Administrative Procedures and Conditions stated on the reverse side of this form, I also authorize the District to obtain a Department of Motor Vehicle report prior to my scheduled trip.

Employee's Signature: \_\_\_\_\_ Work Site: \_\_\_\_\_

Employee's name printed or typed: \_\_\_\_\_

Employee's California Driver's License Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Approval:**

Approved *(Please initial)*: Principal \_\_\_\_\_ Asst. Superintendent \_\_\_\_\_ *(Circle: Inst., Personnel, Bus.)* Superintendent \_\_\_\_\_

Risk Management: Department of Motor Vehicles Print-Out \_\_\_\_\_

**Complete prior to departure:**

Vehicle Make/Model \_\_\_\_\_ Date: Out \_\_\_\_\_ In \_\_\_\_\_

Vehicle No. \_\_\_\_\_ License No. \_\_\_\_\_ Vehicle Condition: *(Note pre-existing damage)*

Mileage: Beg. \_\_\_\_\_ End \_\_\_\_\_ Interior \_\_\_\_\_

Total Mileage: \_\_\_\_\_ Exterior \_\_\_\_\_

**Complete if applicable:**

Trip Report *(Check)*: \_\_\_\_\_ Citation \_\_\_\_\_ Mechanical Malfunction \_\_\_\_\_

Brief Explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Accidents or damage to the vehicle must be reported on an Accident Report Form and submitted to Risk Management within 24 hours.**

*Please fill in all requested information and forward five (5) copies to the Instruction Office, retain goldenrod. Transportation will return one copy for confirmation.*

White - Transportation    Blue - Fiscal    Green - School    Canary - School Confirmation    Pink - Nutrition    Goldenrod - Initial School Copy

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**ADMINISTRATIVE PROCEDURES AND CONDITIONS  
REGARDING USE OF DISTRICT AUTOMOBILES**

1. The District-owned vehicle is not to be used for any personal reasons other than those pertaining to school or District matters.
2. Only employees may drive District vehicles.
3. Employees must have a Department of Vehicles print-out prior to checking out the vehicle.
4. No employee shall request the use of District-owned transportation who does not have in his/her possession a valid California driver's license.
5. Responsibility for the safe operation and care of the vehicle shall be assumed by the employee to whom the car is assigned by the Transportation Department.
6. Any employee operating a District-owned vehicle shall limit the number of passengers to the maximum permitted by law. Violation of this regulation shall cause the employee to be personally liable for any loss, damage or injury resulting from use of the vehicle.
7. Passengers of District-owned vehicles shall be limited to the number of available seat belts.
8. Any employee operating a District-owned vehicle who receives a citation in any way connected with the use of that vehicle, shall report the citation to the Transportation Supervisor immediately upon the return of the vehicle. The School District assumes no responsibility for citations received for any violations.
9. The employee operating the vehicle shall be responsible for reporting, at the time the vehicle is returned to the Transportation Department, any accident, damage, or mechanical malfunction to the vehicle while it is in his/her possession, regardless of severity.
10. When the trip will commence before regular business hours, 6:00 a.m., the vehicle keys will be picked up before the close of business on the preceding day, 4:30 p.m.
11. An employee returning a vehicle to the Transportation yard after the close of business hours, shall complete the request form by filling in the ending mileage and total mileage. This form shall then be placed in the packet furnished, and dropped through the slot in the Transportation door. This packet will also contain the keys and a pencil. An employee returning after business hours will be held responsible for locking the gate when he leaves the premises.
12. All District-owned vehicles shall be returned to their original parking places on the lot (unless that space is occupied, in which case the vehicle should be parked as close as possible to its original place).
13. The employee who operated the vehicle shall be responsible for ensuring that the vehicle interior is clean and free of any trash when returned.
14. Failure to comply with any of the above procedures may result in loss of privilege to use a District vehicle in the future.