

REQUEST FOR USE OF DISTRICT AUTOMOBILE

Date: _____

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

for: _____ to: _____
Destination
(Be specific: Math conference, athletic contest, etc.)

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