

POLICY EXHIBIT EEB-E: BUSINESS AND PERSONNEL TRANSPORTATION SERVICES

Balsz District Vehicle Use Request Agreement

Submit 10 business days prior to request date

Name of Requestor/Driver (as listed on driver's license): _____

Position within the District: _____

Driver's License number: _____ Expiration Date: _____ State: _____

Date(s) needed for use: _____ Pick Up time: _____ Drop Off Time: _____

Destination of travel: _____

Purpose of use: _____

Vehicle Requested: Van Ford Flex White Bus

Please read and initial the following:

- _____ 1. I understand that the vehicle use is for business purposes only, it will not be used for personal use.
- _____ 2. I understand that all passengers must be approved by the Superintendent or designee. Any passengers under the age of 18 must have a permission slip signed by the parent/guardian.
- _____ 3. I will ensure that all occupants are properly wearing safety belts.
- _____ 4. I understand if I receive any tickets, fines or fees associated with any parking or traffic violations, it will be my responsibility.
- _____ 5. I am to report any accident, traffic violations, or damages of the vehicle to the Superintendent or designee.
- _____ 6. I will comply with all applicable driving state, federal, and city laws, regulations and policies.
- _____ 7. I will follow safe driving practices and obey traffic and parking regulations.
- _____ 8. I will not carry any hazardous substances, chemicals or dangerous goods (as defined by law).
- _____ 9. I will not use alcohol or a controlled substance prior to or during the operation of district vehicle usage.

By signing below, you have agreed to the above statements (initialed):

Signature: _____ Date: _____

For Office Use Only:

- Copy of Driver's License
- Vehicle ID Number: _____
- Pick up Date: _____ Time: _____ Beginning Mileage: _____
- Return Date: _____ Time: _____ Ending Mileage: _____