



VEHICLE USE AGREEMENT

I, _____, understand and agree that my use of Columbia Public Schools vehicle license # _____, shall be exclusively for the fulfillment of the District's business for which I have been employed.

I also understand that I am not to use the vehicle for any other reason whatsoever. I agree to operate this vehicle in a safe, prudent, and lawful manner at all times and to comply with the State of Missouri's motor vehicle laws and policies.

- I will wear seat belts at all times and assure that all vehicle occupants do the same when the vehicle is in motion.
- I will not permit any other person to operate the vehicle.
- I will not use any cellular phones while operating the vehicle.
- I will not carry or consume alcoholic beverages, tobacco products, or illicit drugs in the vehicle.

I truthfully state that I have and will maintain a valid driver's license and that my license is not currently under suspension. I do truthfully state that I have been convicted in the past 36 months of the following motor vehicle violations (please list):

Type of Conviction _____	Date: _____
Type of Conviction _____	Date: _____
Type of Conviction _____	Date: _____
Type of Conviction _____	Date: _____

Others: Please attach additional page and explain or provide a copy of your driver's record to your supervisor.

I understand that I will be taxed for the personal use of the vehicle. The value of personal use of the vehicle will be determined by the IRS Commuting Rule which states the value at \$3.00 per day for commuting to work.

- I will not use the vehicle for personal reasons beyond the commute to work.

I understand that Columbia Public Schools will maintain all required insurance for this vehicle, but said insurance will only be applicable to the extent I follow the provisions in this agreement. Failure to follow these provisions could result in me being personally liable for damages to this or other vehicles or persons.

Important Notice to Driver: Do not sign below unless you have read and understand this document.

Driver's Signature

Date