



Building Partnerships for Tomorrow

Union County Educational Services Commission

45 Cardinal Drive
Westfield, New Jersey 07090
Phone: 908-233-9317
Fax: 908-233-7432

Carrie M. Datillo
Superintendent
cdatillo@ucesc.org

Eric Larson
Business Administrator/
Board Secretary
el Larson@ucesc.org

USE OF SCHOOL FACILITIES PICK UP TRUCK

This Vehicle Use Agreement ("Agreement") is entered into as of _____, 2026, by and between the Union County Educational Services Commission ("Commission") and _____ ("Employee"), who is employed as the Supervisor of Buildings and Grounds.

1. PURPOSE AND AUTHORIZATION

The Commission authorizes the Employee to use a Commission-owned vehicle ("Vehicle") in connection with the performance of official job duties, subject to Commission Policy 7650 and applicable law. This authorization is a privilege, not a right, and may be revoked at any time.

2. SCOPE OF PERMITTED USE

The Vehicle shall be used solely for Commission business purposes. Personal use is prohibited except as permitted by law and policy.

3. COMMUTING USE

Use of the Vehicle is permitted only for Employee to drive between Employee's home and one of the Commission's six (6) locations.

4. DRIVER ELIGIBILITY

Employee shall maintain a valid NJ driver's license and notify the Commission of any changes in driving status.

5. COMPLIANCE

Employee shall comply with all traffic laws and Commission Policy 7650. Prohibited conduct includes:

- Use under influence
- Distracted driving violations
- Unauthorized passengers
- Non-Commission use

6. MAINTENANCE

Employee shall keep the Vehicle clean and report any issues. The Commission is responsible for routine maintenance and fuel.

7. ACCIDENT REPORTING

Employee must immediately report accidents and cooperate with investigations.

8. LIABILITY

Employee may be responsible for damages caused by negligence or unauthorized use.



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9. MONITORING

Vehicle use may be monitored and logs may be required.

10. REVOCATION

Commission may revoke privileges at any time.

11. DISCIPLINE

Violations may result in discipline up to termination.

ACKNOWLEDGMENT

Employee acknowledges receipt of Policy 7650 and agrees to comply.

IN WITNESS WHEREOF:

UNION COUNTY EDUCATIONAL SERVICES COMMISSION

By: _____
Name: _____
Title: _____
Date: _____

EMPLOYEE

Signature: _____
Name: _____
Date: _____