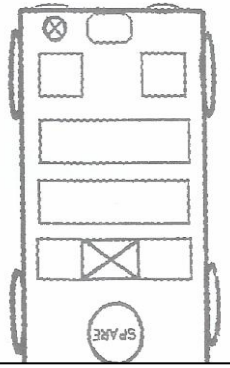
DAILY VAN CHECKOUT

THIS FORM MUST BE COMPLETED REGARDLESS OF DISTANCE

READ: Prior to driving 100+ miles (one-way) it is recommended the driver brings the van to Transportation for inspection by a mechanic. Please schedule preventive maintenance in advance.



This Form MUST Be Completed

- ❑ Check Oil Level
- ❑ Check Coolant Level
- ❑ Check Tire Pressure, tread depth and for any loose wheel nuts
- ❑ Check Gas Tank Cap
- ❑ Start Engine and Check All Gauges Work
- ❑ Horn, interior and dash lights, windshield wipers
- ❑ Check Head Lights, Brake Lights, Turn Signals Emergency 4-Way, Reverse/Backup
- ❑ Check Fuel Gauge
- ❑ Check and Adjust Mirror
- ❑ Record Odometer Miles on Side 2
- ❑ Body Damage (see diagram)
- ❑ Check service and parking Brakes

At your destination, check the following:

- ❑ Tires
- ❑ All Lights Off
- ❑ Fuel

Post-Trip

- ❑ No Remaining Passengers
- ❑ Clean Interior
- ❑ Damage

**** IF ANY SAFETY-RELATED DEFECT IS FOUND - DO NOT DRIVE ****

Having the proper tire pressure is a crucial safety issue. Incorrect tire pressure will compromise cornering, braking and stability.
All defects are to be reported by you **immediately** to the School Site Administrator and the Transportation Department.

I verify that I performed and completed the vehicle checkout.

Name _____ Van # _____ Date _____

Signature_____

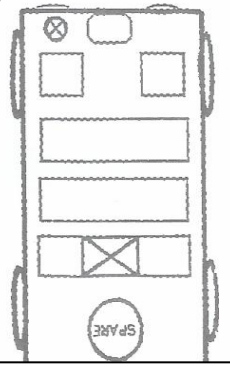
Leave No Trace – Remove All Trash
Cleaning Fee May Apply

Side 1

DAILY VAN CHECKOUT

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Signature_____

Leave No Trace – Remove All Trash
Cleaning Fee May Apply

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT -- TRANSPORTATION

DAILY VAN USAGE MILEAGE SHEET

Date: **School:**

Driver Name: ☐ **Paid Staff** ☐ **Parent Volunteer**

Van # ☐ **Rental** ☐ **Own Vehicle**

DO NOT EXCEED THE POSTED SPEED LIMIT.

Trip #1		**Example:**	
Destination:		Destination: Del Oro High School	
Sport/Activity Name:		Sport/Activity Name: Football	
Student Count		Student Count	8
Odometer Reading		Odometer Reading	52631
Departure Time:		Departure Time:	7am
Arrival Time @ Destination		Arrival Time @ Destination	7:30am
Departure Time from Destination		Departure Time from Destination	11am
Student Count @ Departure		Student Count	0
Return Time @ School		Return Time @ School	11:30am
Odometer Reading:		Odometer Reading:	52649

Trip #2-Same Day/Driver-Extra Trips Only		**Trip #3-Same Day/Driver-Extra Trips Only**	
Destination:		Destination:	
Sport/Activity Name:		Sport/Activity Name:	
Student Count		Student Count	
Odometer Reading		Odometer Reading	
Departure Time:		Departure Time:	
Arrival Time @ Destination		Arrival Time @ Destination	
Departure Time from Destination		Departure Time from Destination	
Student Count @ Departure		Student Count @ Departure	
Return Time @ School		Return Time @ School	
Odometer Reading:		Odometer Reading:	

Post Trip: Driver completed the following:

- ☐ **Fueled - Keep above 1/2 tank (Reg Unleaded Only)**
- ☐ **Washed**
- ☐ **All lights turned off - REQUIRED**
- ☐ **Interior picked up, all trash removed - REQUIRED**
- ☐ **No Remaining Student(s) on board - REQUIRED**

Driver signature:

- Turn in form and <u>receipts</u> to Site Transportation Liaison when returning keys. -

Side 2	**DO NOT	Standardized District Form
Rev 082725	REVISE**	Contact the Trans Dept for Revision

ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT -- TRANSPORTATION

DAILY VAN USAGE MILEAGE SHEET

Date: School:

Driver Name: ☐ Paid Staff ☐ Parent Volunteer

Van # ☐ Rental ☐ Own Vehicle

DO NOT EXCEED THE POSTED SPEED LIMIT.

Trip #1		Example:	
Destination:		Destination: Del Oro High School	
Sport/Activity Name:		Sport/Activity Name: Football	
Student Count		Student Count	8
Odometer Reading		Odometer Reading	52631
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Arrival Time @ Destination		Arrival Time @ Destination	7:30am
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Student Count @ Departure			
Return Time @ School		Return Time @ School	11:30am
Odometer Reading:		Odometer Reading:	52649

Trip #2-Same Day/Driver-Extra Trips Only		Trip #3-Same Day/Driver-Extra Trips Only	
Destination:		Destination:	
Sport/Activity Name:		Sport/Activity Name:	
Student Count		Student Count	
Odometer Reading		Odometer Reading	
Departure Time:		Departure Time:	
Arrival Time @ Destination		Arrival Time @ Destination	
Departure Time from Destination		Departure Time from Destination	
Student Count @ Departure		Student Count @ Departure	
Return Time @ School		Return Time @ School	
Odometer Reading:		Odometer Reading:	

Post Trip: Driver completed the following:

- ☐ Fueled - Keep above 1/2 tank
- ☐ Washed
- ☐ All lights turned off - REQUIRED
- ☐ Interior picked up, all trash removed - REQUIRED
- ☐ No Remaining Student(s) on board - REQUIRED

Driver signature:

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Side 2 **DO NOT Standardized District Form
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