

## REQUEST FOR USE OF DISTRICT VEHICLE

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Position and Building \_\_\_\_\_

Date(s) Vehicle will be used \_\_\_\_\_ Destination \_\_\_\_\_

Estimated time of Pick-up \_\_\_\_\_ Estimated time of Return \_\_\_\_\_

Purpose for Request \_\_\_\_\_

Name(s) of Individual Driving Vehicle \_\_\_\_\_

Type of vehicle requested \_\_\_\_\_ Vehicle # \_\_\_\_\_

DRIVERS LICENSE NUMBER (s) \_\_\_\_\_

(This individual must be a district employee with a valid Iowa Driver's license and a driving record acceptable to the district's insurance carrier.)

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Vehicle use is for district related activities only. Out-of-state travel must have prior approval from the appropriate Executive Director of Business Services.

Vehicles must be picked up and returned to Transportation. Any storage of a district vehicle at an employee's home is a violation of Regulation 901.5.

Whenever possible fuel vehicles at Transportation where fuel costs are approximately 50% less than at outside vendors. When location requires that vehicles be fueled out of town fuel receipts must be turned in at Transportation upon return.

Report accidents to local authorities immediately and Transportation if necessary. Vehicles are to be returned in the same condition as when they are picked up: fueled and with a clean interior.

The mileage log must be completed and any vehicle deficiencies must be noted when the vehicle is returned to Transportation.

District vehicles will accommodate 8 passengers including the driver.

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\_\_\_\_\_  
Administrator Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Making Request

\_\_\_\_\_  
Date