

**VEHICLE CHECK-OUT PROCEDURE**

Location for Vehicle Check-out: All vehicles, as well as fuel credit cards and pike passes, will be checked out at the \_\_\_\_\_ office. Keys, cards, and pike passes will be kept secure by the [*superintendent/director of transportation/building principal*].

Check-out: To check out, sign and date on the sheet designated for the date and vehicle to be used. Vehicle selection may be changed to accommodate multiple requests. Upon return, write in the return date. In addition to the vehicle key, the ring has [*a credit card holder attached; a building key, a security gate key*].

Upon return, the person checking out the vehicle is responsible for:

1. Insuring the vehicle has been refueled and is returned to full.
2. Checking the vehicle for any trash and removing the trash.
3. Making a note of any needed maintenance or problem and returning the keys.
4. Parking the vehicle in the designated area.
5. Locking the security gate (if after regular hours).
6. Returning the keys, pike pass, fuel credit cards, maintenance form, as needed, AND fuel credit card receipt(s) to the \_\_\_\_\_ upon return to campus, or by 8:00 a.m. the following workday. Credit card receipts must be signed, with the purpose of the trip and destination written someplace on the receipts. (The \_\_\_\_\_ will be responsible for getting the fuel credit card receipts to the encumbrance clerk in the administrative office and the maintenance form to the maintenance director.)

Vehicle Needed Before 8:00 a.m.: Make arrangements to check out the previous workday.

NOTICE: Anyone checking out a vehicle is responsible for following the above procedures and for the security of the keys, card, and pass; only adult district employees shall be given access to vehicles.