



## GREAT FALLS PUBLIC SCHOOLS VAN CHECK OUT – DISTRICT OFFICES

### VEHICLE CHECK- OUT/ IN PROCEDURES:

1. Operator must have a signed Use of Motor Vehicle Form and a copy of driver's license on file in the District Business Office. (This needs to be completed to add the employee to the district's insurance.)
2. When a student is traveling, the student must submit a Student Travel, Competition & Event Release form.
5. Check vehicle for noticeable damage before and after usage. Please note below
6. Vehicles are to be returned at the time indicated on the request form. After 4:30 p.m., returned vehicles are to be parked in the DOB parking lot located on 4th Street and keys are to be returned to the designated person the next business day. In case of delayed return, please notify the administrative contact person
7. When vehicle is returned, please fill up with gas, vacuum the inside if needed, clean out all garbage, and wash the outside if needed.
8. This vehicle comes with a fuel card. Please turn in all gas receipts to business office.
9. **Charges – Please indicate which department should be billed for all the gas receipts and there will be a charge of \$.45 per mile for wear and tear of vehicle.**

Vehicles should not be exchanged between persons or departments without proper approval.

Date of Travel	Person Ckg out Van	Destination	Miles Roundtrip	Time pickup & return	Dept & code to be billed