

MONITEAU SCHOOL DISTRICT VEHICLE USE FORM

Date of Application: _____

Organization: _____

Name: _____

Date Needed: _____ Time Needed: _____

Date to be returned: _____ Approximate time to be returned: _____

Drivers Names: Vehicle #1: _____ Vehicle #2: _____

If needed, please check all that apply:

☐ Parked Outside ☐ Extra Keys ☐ Unlocked

Comments or any special needs: _____

Location and event where the vehicle is being used:

Policy:

All drivers must be at least 21 years of age and must report license information to the Administration Office yearly. No alcohol or tobacco products are permitted in the vehicle. The driver must accompany the vehicle and must clean out any debris left behind. The driver must report any problems or conditions that occur with the vehicle during use to the Director of Buildings and Grounds. Failure to comply will result in loss of use privilege.

The driver agrees to submit to drug and alcohol testing as soon as practicable following the occurrence of an accident of any sort involving a Moniteau School District vehicle.

Vehicle Requested:

☐ Red Short Van ☐ Red Passenger Van ☐ Pick-up truck
☐ Other (Please specify) _____

I acknowledge that I have read Moniteau School District Policy #711-Vehicle Use, and agree to the terms and conditions of the policy.

Signature of Driver

Date

Approvals:

Director of Buildings and Grounds Signature

Date

Principal or Assistant Principal

Date

Cancellation of vehicle usage must be given to Maintenance Secretary if you are unable to use on scheduled date/dates.