

PERSONAL DAILY USE OF SCHOOL VEHICLE

- A. The vehicle is to be used only for school business.
- B. I am to be on-call to report for duty in case of any after hour emergency.
- C. I will request approval of the \_\_\_\_\_ to use the vehicle for personal reasons.
- D. I understand that only authorized school personnel are allowed to operate the vehicle.
- E. My personal use miles are to be reported to the \_\_\_\_\_ and will be included as part of my earnings.
- F. The vehicle is to be returned to District property during my vacation period and also during any leave lasting more than \_\_\_\_\_ days.

I agree to comply with the requirements of Administrative Guideline 3440C.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date