



# EASTERN GREENE SCHOOLS



## Corporation Car Usage Form

**PLEASE NOTE:** The corporation car can be used by all employees for school business. Personal vehicles may be used, however reimbursement will not be paid if a corporation vehicle is available.

Driver's Name: \_\_\_\_\_

Conference Title/Purpose: \_\_\_\_\_

Conference Destination: \_\_\_\_\_

Conference Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Principal's Signature \_\_\_\_\_  Approved  Denied

Date \_\_\_\_\_

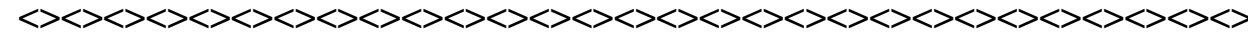


Kim and/or Tina:

Does the employee have a driver's license and proof of insurance on file?  Yes  No  
Employee information has been sent to the Schools Insurance Carrier?  Yes  No  
Any conflicts on this date with another car usage request?  Yes  No

Superintendent's Signature \_\_\_\_\_  Approved  Denied

Date \_\_\_\_\_



### USAGE GUIDELINES & PROCEDURES

- Keys must be picked up at the Central Office during the hours of 7:30 am-4:00 pm.
- Smoking or use of tobacco products **is not permitted** in the car.
- Students cannot be transported in the corporation car at any time.
- Driver must inspect the car at the end of each trip for cleanliness and remove all items.
- Driver must fill the car after each trip. **Pumps are on from 6:00 am-6:00 pm Mon-Fri.**
- **Corporation Fuel Tanks** are located off the back drive beside the Maintenance Barn in the fenced in area.  
\*Log gallons used – clipboard is located on the fence to the left of the fuel pumps.
- **Report any problems with the car** to the Central Office immediately.