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.

Updated 09/15/2006