

SCHOOL DISTRICT OF BAYFIELD  
VEHICLE LOG

- Check One: \_\_\_\_\_ #1 – 2014 Ford Transit (Silver)  
 \_\_\_\_\_ #2 – 2012 Chevrolet Traverse (Silver)  
 \_\_\_\_\_ #3 – 2011 Chevrolet Traverse (Gray)  
 \_\_\_\_\_ #4 – 2008 Express Van (White)  
 \_\_\_\_\_ #16 – 2016 Chevrolet Pick-up (White)

Vehicle drivers are **required** to complete the following information and submit to the Business Office when returning the keys. Drivers are responsible for the cleanliness and upkeep of vehicles. Any damages should be reported immediately. If it is determined that damage has been done or that excessive trash has been left in the vehicle, the District Administrator may revoke the employee’s/group’s district vehicle use privileges (per board policy).

Checked out to: \_\_\_\_\_

Date/Time Leaving: \_\_\_\_\_ Date/Time Returning: \_\_\_\_\_

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

Beginning Odometer: \_\_\_\_\_ Ending Odometer: \_\_\_\_\_

Please complete at the beginning and at the end of your trip. Place a check in box to indicate completion of task. Thank you.

	Task	Departure	Return
1.	Please remove all trash & personal belongings from vehicle.		
2.	<b>Gas tank must be full upon return if leaving the district.</b>		
3.	Signed gas receipts <b>must</b> be placed in gas receipts envelope.		
4.	Odometer recorded above.		
5.	Secure all windows.		
6.	Lock doors and turn lights off.		
7.	Place keys in plastic case and return to Business Office. <b>DO NOT LEAVE IN VEHICLE.</b>		

I, (signature) \_\_\_\_\_, have completed all of the above tasks. I understand that by not doing so, my vehicle use privileges may be revoked.

Please report any damages or problems with operation of vehicle. If damages occurred, please indicate names of individuals involved and details. \_\_\_\_\_

\_\_\_\_\_