



PRMHA Vehicle Use Agreement

A Pre-Trip Inspection MUST be completed prior to vehicle use. Failure to complete a Pre-Trip Inspection report is a violation of the Motor Vehicle Act, and may result in prohibition of future School District vehicle use. School District vehicles are not to be utilized for personal use.

Vehicle Unit Number _____

Vehicle Check Out ____/____/____/@ ____:____ AM/PM

Vehicle is Due Back ____/____/____/@ ____:____ AM/PM

Odometer Reading @ Check out _____ @ Check in _____

Driver Name _____

Driver License Number _____ Class _____

Gas Tank () Full () 3/4 () 1/2 () ¼

The individual mentioned above in this contract hereby agrees to fill the fuel tank at the above indicated level upon returning the vehicle. Failure to fill the tank at the prescribed level will result in an additional charge of \$25.00 plus fuel cost.

Initial _____

The individual mentioned above in this contract hereby agrees to return the vehicle clean, with all garbage removed. Failure to return the vehicle clean will result in an additional charge of \$25.00. Initial

Only person(s) that are listed on this agreement may drive this vehicle. The above mentioned is hereby responsible for all collision or other damages to the vehicle. Any cost associated to the repair of the vehicle beyond the condition it was taken in is billable to the user of this agreement. The vehicle must be returned to the same location in which it was picked up from and on or before the above indicate due back date and time. By signing below, you have agreed to these terms as laid out above.

Signature _____

Authorization Signature _____