

POOL VEHICLE USE TICKET

Vehicle damage and cleanliness inspections are required to be completed prior to departure before each Pool Vehicle use. Failure to report damage may result in disciplinary action as described in District Administrative Procedures (AP) IX-1 and AP IX-9. District AP I-7 requires staff utilizing District pool vehicles to make sure the interior and exterior of vehicles are clean upon return:

Name: _____ Department: _____ Date(s) Used: _____

Vehicle Number: _____ Time Used: _____ to _____ = _____ Total Hours

Reason for Use: _____

Beginning Miles: _____ Ending Miles: _____ Total Miles Used: _____

Circle yes or no:

Was Fastrak used on this trip? YES or NO Was the vehicle clean inside? YES or NO

Was the fuel tank at least 1/2 full? YES or NO Was the vehicle clean outside? YES or NO

Is there any visible damage (dents, scratches, or glass damage to exterior)? If so, please denote below, including whether damage pre-existed your use or occurred during your use. If damage occurred during your use, please also complete and submit an accident report form stored in the glove box. **Accidents must be reported as required by Administrative Procedures IX-1 and IX-9:**

Vehicle Damaged? NO or YES - Describe Damage: _____

IF GAS TANK IS LESS THAN HALF FULL PLEASE FILL

IF GASBOY REQUESTS MAINTENANCE: A B or C (Circle One) **Signature:** _____