

ANDERSON UNION HIGH SCHOOL DISTRICT
VEHICLE USE REPORT & INSPECTION

A form must be completed and submitted to the principal's office or fleet maintenance department immediately after each trip. Failure to submit proper paperwork may result in suspension of driving privileges.

ALL HIGHLIGHTED AREAS MUST BE FILLED OUT.

VEHICLE USE

Date: _____ Vehicle: _____ Mileage at RETURN: _____
 Driver: _____ Mileage at START: _____
 Organization/Event: _____ Total Mileage: _____
 Destination: _____

VEHICLE INSPECTION

Mileage when vehicle will be due for service (see gauge panel): _____

	PRIOR TO DEPARTURE	UPON RETURN
Fuel gauge reading	¼ <input type="checkbox"/> ½ <input type="checkbox"/> ¾ <input type="checkbox"/> Full <input type="checkbox"/>	¼ <input type="checkbox"/> ½ <input type="checkbox"/> ¾ <input type="checkbox"/> Full <input type="checkbox"/>
Exterior Damage	No damage noted <input type="checkbox"/>	No damage noted <input type="checkbox"/>
Interior Cleanliness & Damage	Clean interior <input type="checkbox"/> No damage noted <input type="checkbox"/>	Clean interior <input type="checkbox"/> No damage noted <input type="checkbox"/>
Commercial Van	Full inspection completed: <input type="checkbox"/> <i>Includes fluids, gauges, mirrors, windshield, emergency equipment, steering, lights/reflectors, signals, horn, brakes, heat/cool, suspension, wheels, tires, seat belts, doors, battery, fire extinguisher, etc.</i>	Full inspection completed: <input type="checkbox"/> <i>Includes fluids, gauges, mirrors, windshield, emergency equipment, steering, lights/reflectors, signals, horn, brakes, heat/cool, suspension, wheels, tires, seat belts, doors, battery, fire extinguisher, etc.</i>

Please complete the back of this form if any problems arise while operating a district vehicle.

DRIVER RESPONSIBILITY

- Vehicles must be returned to the place of origin, full of fuel, at the scheduled time, and in a clean state (interior).
- Drivers must be registered with the district and meet all requirements to drive district vehicles.
- Drivers must possess a valid California driver's license. Commercial vehicle drivers must have at least a Class BP license.
- The vehicle will have a seat belt for each passenger and the driver is responsible for seeing that each occupant uses his/her seat belt.
- Commercial vehicle drivers are required to do a pre-trip inspection and a post-trip inspection, as per the California Vehicle Code.
- Commercial vehicle drivers are required to submit a vehicle inspection report at the end of the trip, day, or tour of duty as per the California Vehicle Code.

Driver signature

Date

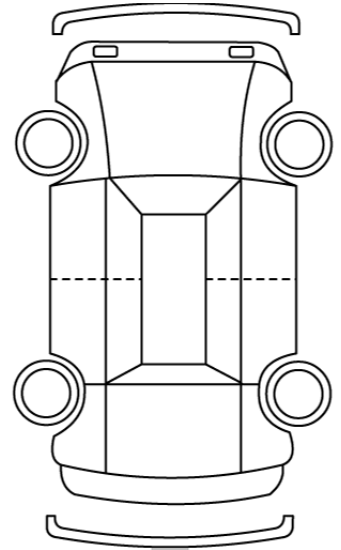
ANDERSON UNION HIGH SCHOOL DISTRICT
FLEET MAINTENANCE WORK ORDER

Vehicle: _____

Site: Adult Education Community Day School North Valley HS
 Anderson UHS District Office West Valley HS
 Anderson New Tech

Date: _____ Submitted by: _____

Brief summary of needed maintenance (*use diagram if necessary*):



Fleet Maintenance: 378-0568, ext. 20050

Fleet Maintenance Use Only

Notes regarding this report/inspection/work order: