

ACKNOWLEDGEMENT AND VEHICLE USE AGREEMENT

I have read and will abide by the conditions as stated in Policy No. 808 (Conditions for Use of District Vehicles) regarding the operation of any vehicle for district business. I understand that Policy No. 808 may be modified without prior notice to me. I further understand that should this Policy be modified I will be provided with a copy of the modified Policy. I further understand that I am obligated to perform my duties of employment in conformance with the provisions of this Policy and all other additional rules, regulations or policies of the district, whether or not I choose to read this Policy.

I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me for use on district business. I further agree to report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant [name of school district] the right to investigate my driver's license record at any time. My current driver's license is issued from the State of _____ with a license number of _____.

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisor immediately.

I have read and agree to the provisions of this vehicle use agreement and the requirements of the Conditions for Use of District Vehicles Policy.

Today's date: _____

Employee's Signature: _____

Employee's Printed Name: _____

I, _____, provided a copy (either electronically or by paper) of the district's Conditions for Use of District Vehicle Policy, as adopted by the governing board on _____, to _____, on this _____ day of _____, 20____.

Superintendent's Signature: _____

Administrator's Signature: _____

[Note: It is not necessary to have both the superintendent and an administrator sign this form; one signature is sufficient, although a district can choose to have two signatures.]

cc: Personnel File