

ATTENTION:
Bus Height: 10'
Van Height: 8' 6"



LBC Vehicle Checkout

Drivers: (must have completed transportation policy on file) Select: John Proverbs Van Trailer

Date Checked Out: _____

Date Returned: _____

Place and Purpose of Use: _____

Beginning Mileage: _____

Ending Mileage: _____

As the driver, I understand that I am responsible for the vehicle, the persons on board, any parking/speeding violations, tickets, etc., and for the completion of the following upon the return of the vehicle:

- Gas is **FULL**
- Check all lights upon return**
- Trash emptied (bag replaced) Not needed
- Vehicle swept/vacuumed Not needed

Please note maintenance issues below.

I am returning this completed form with the vehicle as reported above. If there is any discrepancy, as the driver, I accept full responsibility & will work with the transportation committee to resolve what issues arise.

Signature of Driver: _____

Date: _____

Staff Approval: OK Needs Not Reported: _____

Staff Signature: _____

Date: _____