

# BVCOB VAN USE FORM

You must complete this form each time the van is used. Please check off each item as it is completed. Thank you!

As a driver of the van, I agree that I will be responsible for all traffic citations while the vehicle is checked out to me. I understand that all passengers and drivers must be seat belted when riding in the van. I agree to follow the vehicle policy guidelines, including completing the van log with the correct date and mileage driven. Failure to follow the vehicle policy guidelines or operating the vehicle in an unsafe manner may result in the loss of driving privileges and may make me responsible for loss and damage from the use of the vehicle.

**Signature of Driver:** \_\_\_\_\_

DRIVER NAME:

DATE:

TIME:

- TRIP PURPOSE:
  
- PRE TRIP WALK AROUND INSPECTION
  - Issues:
  
- BEGINNING MILEAGE:
- ENDING MILEAGE:
  
- GAS TANK FILLED
  
- CLEANED OUT/UP
  
- POST TRIP WALK AROUND INSPECTION
  - Issues:
  
- CLIPBOARD RETURNED TO STEERING WHEEL

Please return this completed form and the keys to the Building & Grounds mailbox.