

High Desert Education Service District

District Automobile Procedures and Use Terms

I, _____, an employee, volunteer or contractor of the High Desert Education Service District, agree to the following procedures and use terms:

- Operator must hold a valid driver's license required to operate an HDESD vehicle in the State of Oregon.
- Parking tickets and traffic violations are the responsibility of the employee, volunteer or contractor.
- Report any collision, incident and/or vehicle citation.
- Report any maintenance issues or unusual sounds.
- Reserve vehicle by sending meeting request on Google to "Prius 2018". Confirm availability by using the "invite guest" and type in toyota.prius@hdesd.org. Call Stacy Kelley at 2000 if you are unable to reserve through Google.
- Document starting and ending mileage on the form that is kept in the car.
- Return keys after each use. Vehicle should be acceptably clean for the next user and fuel level at or above 1/2 tank.
- Use only the WEX fuel card that is provided in the vehicle.
- I have received vehicle operating and fuel card procedures.
- Vehicle use for district business only; personal use is not permitted.
- Vehicle will not be taken home. Exceptions due to special circumstances may be granted by Superintendent or designee.
- My program will be charged for miles driven at the rate determined by the Business Office but rate shall not exceed the IRS mileage rate.

Name

Signature

Date

Approved by: _____

Account: _____