

VEHICLE USE SIGN OUT SHEET

Vehicle _____

Date _____

Name _____

Position _____

School/Area _____

Reason for Use _____

Expected Time of Use _____

PLEASE NOTE*****

ALL VEHICLES MUST BE INSPECTED PRIOR TO USE FOR DAMAGE AND TO ENSURE THAT THEY ARE IN GOOD WORKING ORDER. PRIOR TO DEPARTURE, PLEASE ENSURE THAT SUFFICIENT FUEL IS AVAILABLE FOR YOUR TRIP. GAS CARDS CAN BE OBTAINED FROM THE BUSINESS OFFICE.

FOR OFFICE USE ONLY

Sign out Date/Time _____

Sign in Date/Time _____