

HANNAHVILLE SCHOOL  
VEHICLE USE FORM

**PLEASE NOTE: For School Business only. Person must be an employee or Board member and be on the approved driver list from Risk Management. In the event a vehicle is requested by a tribal member, for personal use, the form MUST be approved by a Council Officer after clearance by Risk Management.**

A copy of your driver's license needs to be turned in with your request. Every person who will be driving the vehicle will need to turn in a copy of his/her license. If an accident occurs, and the school does not have the driver's license on file, that person will be responsible for damages. SEAT BELT USE IS REQUIRED BY LAW. The vehicle will have a full tank when you receive it and must be returned with a full tank of fuel. Please clean out the vehicle prior to returning to the bus garage.

Today's date: \_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_

Destination: \_\_\_\_\_

Participants: \_\_\_\_\_

Leaving time/date: \_\_\_\_\_

Returning time/date \_\_\_\_\_

Person requesting vehicle: \_\_\_\_\_  
PRINT NAME

Signature of person requesting vehicle \_\_\_\_\_

Transportation Supervisor's Signature \_\_\_\_\_ /Date \_\_\_\_\_

Council Officer's Signature (if required) \_\_\_\_\_ /Date \_\_\_\_\_

Principal/Administrator's Signature \_\_\_\_\_ /Date \_\_\_\_\_

Vehicle Assigned: \_\_\_\_\_

**Drive Safely and Buckle Up!**

I verify that the vehicle ***was/was not*** returned in the required condition.

\_\_\_\_\_ Transportation Supervisor