

Adams 12 Five Star Schools
1500 East 128th Avenue
Thornton, CO 80241

APPLICATION FOR SMALL VEHICLE USE AGREEMENT

As an assigned driver of a District vehicle, I assume the responsibility of complying with the following conditions:

1. Shall be an employee of Adams 12 Five Star Schools.
2. Shall comply with District policies and procedures.
3. Shall show proof of personal automotive liability insurance. _____
(Company name, policy # and expiration date)
4. Shall have valid operator's license. Shall carry a Small Vehicle Permit Card (SVP) issued and signed annually by a District representative indicating requirements are current. (1CCR-301-26-202.01A)
5. Shall not carry over vehicle capacity (Vans = driver plus 8, Suburban = driver plus 7, Activity bus = driver plus 12).
6. A school transportation vehicle operator should not be on duty more than 15 hours in a 24-hour period, with no more than 10 hours devoted to driving. On duty includes teaching and coaching responsibilities, etc. (1 CCR 301-26).
7. Shall use vehicle for District-sponsored and approved activities only.
8. Shall maintain a daily vehicle log including:
 - a. Date
 - b. Driver's Name
 - c. Fuel Tank Level
 - d. Number of Students
 - e. Trip Mileage
 - f. Vehicle Conditions
 - g. Account Code (for billing purposes)
 - h. Destination
9. Shall have the ability to perform required physical activities such as changing a flat tire, installing tire chains, evacuating injured students, etc. Must have the ability to do this in all weather conditions.
10. Shall perform required pre/post-trip inspections including documentation. Any concerns dealing with the safe and efficient condition of the vehicle should be brought to the attention of the Fleet Department or appropriate administrator who will make arrangements for repair.
11. Fueling will be done at Transportation, except when the vehicle is on a trip outside the Front Range area. Credit card invoices must be marked with vehicle mileage, date, gallons pumped and unit number or license plate number. Any time a vehicle is fueled, all under-hood fluids must be checked and appropriate product added, if needed.
12. Shall safeguard the vehicle and contents while under my supervision.
13. Shall be responsible for returning the vehicle in the following condition:
 - a. Clean interior (if vehicle is not kept clean, all labor and material will be billed to user account)
 - b. NOT LESS THAN 3/4 TANK OF GAS
 - c. Include a report of any malfunctions or need for repairs; exterior/interior damage
 - d. Complete log sheet
14. District policy defines operators of District-owned small vehicles as working in safety-sensitive positions subject to District Policy 4230, except random testing.

Colorado License No. _____

Vehicle Driver _____

Expiration Date _____

Date of Birth _____

Signature _____

Social Security # _____

Approval _____

School/Dept. _____

(Transportation Director)

Position _____

Date _____

<i>For Office Use Only</i>
<i>SVP Permit #</i> _____
<i>SVP Expiration Date</i> _____

Distribution: White – Fleet Maintenance Dept.

Yellow – Athletic Director/Principal

Pink – Driver upon approval