

School Van Checkout Form

Before using the school van, staff must:

1. Schedule use through the shared van calendar.
 2. Confirm insurance/DMV records are on file.
 3. Complete Vector Solutions Van training module.
 4. Ensure trip aligns with an allowable funding purpose.
 5. Submit this form **before departure** and log mileage/use on return.
 6. Keys must be signed out and returned with a vehicle inspection.
 7. Notify the office of delayed return or changes.
 8. Received notification of approval to use van by specified administration
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Section 1: Driver Information

- Full Name
- Staff Position
- Cell Phone Number

Section 2: Trip Details

- Date(s) of Use
- Departure Time
- Estimated Return Time
- Destination Address(es)

Section 3: Purpose of Trip

- Brief Description of Trip
- Funding Source or Program

Section 4: Passenger Details

- Names of all passengers (Paragraph)

Section 5: Documentation Verification (*Checkboxes*)

- Vector Van Training Completed
- DMV Records on File
- Insurance Info Verified
- Office Approval Received

Print Name _____ Signature _____ Date _____

Section 6: Pre-Trip Condition

- Fuel Level (Multiple choice: Full, $\frac{3}{4}$, $\frac{1}{2}$, $\frac{1}{4}$, Empty)
- Notable Pre-trip Issues

Section 7: Post-Trip Condition

- Fuel Refilled? (Yes/ No)
- Mileage Start
- Mileage End
- Notable Post-Trip Issues
- Interior Clean? (Yes/ No)

Section 8: Key Return

- Date & Time of Return
- Initials of Receiving Staff

Section 9: Maintenance Alerts

- Maintenance Issues Reported? (Yes/ No)
- If yes, describe:

Print Name _____ Signature _____ Date _____

Contact the office with any changes to trip time, passengers, or safety issues.