

Ripon Area School District Vehicle Usage Report

Driver Name:		Vehicle ID: R -	
Date(s) of Use:		Destination City:	
Activity/Event:			
Are students being transported?		If yes, how many?	
Names of those students:			

TO BE COMPLETED BY DRIVER BEFORE & AFTER USE OF VEHICLE			
	Check Out	Check In	
Exterior of vehicle is undamaged.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Interior of vehicle is undamaged.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Interior of vehicle is clean (remove papers & trash).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The gasoline tank is half-full or more.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Gasoline credit cards are stored in the glove box.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A Wisconsin map is in the vehicle.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An ice scraper is in the vehicle.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A flashlight is in the vehicle.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Windshield wipers, radio, and all dome lights are off.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All vehicle doors are locked.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
First aid kit supplies were used		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Problems with the vehicle (please be specific):			

I agree to comply with the following expectations:

- ✓ All school rules apply when using school vehicles.
- ✓ Only the designated driver(s) – with district approval – may operate the vehicle.
- ✓ No tobacco, alcohol, or illicit drugs may be possessed or used by anyone in the vehicle.
- ✓ All traffic laws will be obeyed by the driver(s) and passenger(s).
- ✓ Seatbelts will be worn by the driver and all passengers at all times.
- ✓ Receipts from credit cards will be submitted with this report.
- ✓ The driver is responsible for displaying appropriate conduct and enforcing appropriate conduct by passengers as representatives of the Ripon Area School District.

Driver Signature: _____

Date: _____

Upon Return:

- Complete "Check In" column in above chart.
- Attach all credit card receipts to this report.
- Return the completed report and vehicle key to building secretary.

Building Secretary: Please send this form with any receipts to Britnie Meyer at the ASC.