

Washakie County School District No. 1

PRODEDURES AND REPORT ON USE OF DISTRICT VEHICLE

District Vehicle Use Procedures:

1. Requests for district vehicles shall be made through the building administrator.
2. Keys to vehicles are available at the front desk of the central office and can be picked up during regular business hours within a day of scheduled travel.
3. **All vehicles will be picked up from and returned to the administration parking lot. Please return the vehicle to the parking lot as soon as you return to town. Others may have the vehicle reserved early the next day.**
4. When vehicles are returned the doors should be locked.
5. Drivers are responsible to return a clean vehicle (inside) with a full tank of gas.
6. This report must be filled out and returned with keys. If the central office is closed, return the keys and form through the east door slot.

Fueling Procedure:

1. Fueling should be done at the East Side Shell service station located at 1623 Big Horn Avenue (diagonal from McDonald's). The card works at the new pumps on the west side of the building #5 works best.
2. Fuel cards are in the manila envelope in the glove compartment
3. Procedure is as follows:

Step #	Pump Displays	Operator Actions
1	Welcome to Murdoch Oil. Insert Card or enter card #	Insert card into reader.
2	Remove Card	Remove card—quickly.
3	Enter PIN	PIN is located on the front of the card envelope. Press the four digits and then press enter.
4	Enter Misc.	Enter the vehicle license plate # (4 digits).
5	Enter Pump #	Enter the number from your side of the pump (5 or 6) press enter.
6	Please wait	Wait—do not raise nozzle.
7	Use pump	Remove nozzle and fuel the vehicle.

Driver Name: _____ Date Out: _____

School: _____ Date In: _____

Destination: _____ Vehicle: _____

Beginning Mileage _____ and Fuel Level (circle) E - ¼ - ½ - ¾ - F

Ending Mileage: _____ and Fuel Level (circle) E - ¼ - ½ - ¾ - F

Cleanliness OK at pickup? (circle) Y or N Describe: _____

Have you cleaned the inside of the vehicle prior to returning it? (circle) Y or N

Briefly describe condition and/or concerns/problems with the vehicle. _____

Signature _____ Date _____