



Cornell Cooperative Extension of Schoharie County

### Motor Vehicle Use Request

THIS FORM MUST BE SUBMITTED TO 4-H OFFICE PRIOR TO TRIP

Note: Drivers must be approved through a DMV screening initiated by Cornell Cooperative Extension Schoharie County. Drivers must be enrolled volunteers and at least 25 years of age.

Driver's Name \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Address & Phone No. \_\_\_\_\_

Other Driver's Name \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Address & Phone No. \_\_\_\_\_

Vehicle Pick-up Date/Time \_\_\_\_\_ Vehicle Drop-off Date/Time \_\_\_\_\_

**Trip Plan** (for example: what event are you going to, event location, general driving route, other vehicles and drivers joining your "convoy," how we may contact you in an emergency)


**Passengers**

Name	Emergency Contact	Relationship	Phone No.
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____

**Checklist**

- |  |  |
|--|--|
| <input type="checkbox"/> Copy Driver's License   | <input type="checkbox"/> Sign This Form        |
| <input type="checkbox"/> Read Van Care Agreement | <input type="checkbox"/> Describe Key Drop-off |
| Instructions                                     |  |

To the best of my knowledge, the above information is true and accurate. I have read and agree to abide by the "Use of Fleet Vehicle" policy printed on the back of this form.

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Member Initials \_\_\_\_\_

## Policy/Procedure: Use of Fleet Vehicle December 2010

Use of the Extension Vehicle by CCE volunteers is a privilege. Use of the vehicle may be denied if the privilege is abused.

- **ALL DRIVERS MUST BE APPROVED BY CORNELL COOPERATIVE EXTENSION PRIOR TO VEHICLE USE.** Volunteers are required to provide a copy of a valid driver's license at least 2 weeks prior to the first use. Drivers will be subjected to a DMV check to insure that the license is valid and that there are no violations that would prevent the volunteer from using the vehicle.
- Drivers must submit this Motor Vehicle Use Request before receiving a set of keys for the vehicle.
- **LOG YOUR MILEAGE:** At the beginning of a trip, the employee driver must fill in the vehicle log located in a portfolio in the association vehicle; the ending odometer reading must be filled in at the end of each trip. **MILEAGE MUST BE RECORDED FOR EACH TRIP.**
- **FUELING:** Fuel for the association vehicle should be purchased with the credit card located in an envelope in the log portfolio. Gas receipts should be filed in the credit card envelope. This card is only to be used for purchase of gasoline for the fleet vehicle. The credit card is a fleet card that is accepted at most, but not all service stations with "pay at the pump" facilities. Use of the card requires an account number which can be found in the portfolio, along with instructions for using the fleet card. **RETURN THE VEHICLE WITH A FULL TANK OF GAS!**
- **AT THE END OF YOUR TRIP.** Fill the gas tank. Log the mileage in the portfolio. Remove all trash from the vehicle.
- **NO FOOD.** Smoking and eating in the fleet vehicle is prohibited.
- In the event of an accident, refer to the insurance reporting information card in the glove box.
- **Special Considerations for Livestock Related Events**
- If you have been in a barn, clean or remove your boots before entering the vehicle. It is recommended that you use biosecurity boots if you are touring several farms during the same trip.
- If animals are being handled closely, coveralls or other garments should be worn that can be removed and placed in a plastic bag or container in the fleet vehicle before entering the vehicle. An alternative would be to cover the seats with old sheets, etc. until the vehicle is returned.

Failure to adhere to the above procedures may result in forfeiture of fleet vehicle use privileges for the party responsible. Fleet vehicle privileges by staff and volunteers are at the discretion of the Executive Director.

A kit containing cleaning supplies and disposable boots is in the back of the van.