

TUBA CITY UNIFIED SCHOOL DISTRICT #15
TRANSPORTATION DEPARTMENT
VEHICLE RESPONSIBILITY FORM



Employees of the school district who are assigned a district vehicle will be responsible for the following:

1. Daily mileage forms will be submitted to the Transportation Department every Monday. They will be recorded on a weekly basis.
2. District vehicles will be checked in and out daily from the Transportation yard and/or Maintenance vehicles will be kept in their yard. Unless otherwise approved by the Department Supervisor, School Principal, Superintendent and the Transportation Supervisor. Department Supervisors and Administrators will keep their assigned units at their homes.
3. All personnel who use district vehicles must submit to our office a copy of their driver's license, and a copy of Motor Vehicle Record (MVR) for the past 39 months.
4. District vehicles going out of the district boundary line must submit a travel authorization through their perspective Supervisor, Administrator and Transportation Supervisor before leaving the school district.
5. The district vehicle must be kept clean in condition and washed outside.
6. District vehicle must be **pre-trip and checked** for any damage/ defect prior to leaving with the unit from the yard **and post-trip upon return** to the yard.
7. Servicing the assigned vehicle will be the responsibility of the driver. RE: checking out, fuel, transmission fluid, etc.
8. All minor/ major accidents must be reported within 12 hours to the Transportation Department. Other reported documents can be turned in within a day or two.
9. **ALL DISTRICT VEHICLES WILL BE USED FOR OFFICAL SCHOOL BUSINESS ONLY.**
10. Any preventable damage to district vehicle, the operator will be held liable of repair, replacement, etc. It will be billed to the perspective school. Operator may lose privilege of driving school vehicles temporarily or permanently due to negligence.
11. At the end of the school year, all vehicles must be cleaned and checked in with a work order (if needed).
12. If you are going to take your unit home for the evening, please write a memo and have your Supervisor sign and sent to Transportation Department via email, and we will notify Security Department.
13. Transportation Department will not be held liable for damages, stolen items, etc. on POVs parked by the traveler in the bus yard.
14. All district personnel and their passengers must wear their seat belts at all times. This is for the safety of all Occupants.

I, _____ have read and understand the above rules and regulations and shall abide by all responsibility set fourth.

Employee Signature

Date

Transportation Supervisor, Arnold Begay

Date