

BELLA VISTA ELEMENTARY SCHOOL DISTRICT
VEHICLE INSPECTION FORM

This form MUST be completed and returned to the (*district designee*).

Vehicle #: _____ Mileage at Return: _____

Destination: _____ Mileage at Departure: _____
Place City

Total Mileage: _____

Vehicles must be returned to place of origin, full of fuel and at the scheduled time.

Mileage when vehicle will be due for service (see gauge panel): _____

EXTERIOR DAMAGE to vehicle – **prior** to departure:

INTERIOR DAMAGE to vehicle – **prior** to departure:

Fuel gauge reading at departure: ¼ _____ ½ _____ ¾ _____ Full _____

Fuel gauge reading at return: ¼ _____ ½ _____ ¾ _____ Full _____

DRIVER RESPONSIBILITIES INCLUDE:

1. **SEAT BELTS ARE NOT OPTIONAL; THEY MUST BE WORN BY ALL OCCUPANTS!**
2. Return the vehicle in a reasonably clean state.
3. Commercial vehicle drivers (vans) are *required* to do a “pre-trip inspection” and a “post-trip inspection” as per the California Vehicle Code.
4. Commercial vehicle drivers (vans) are also *required* to turn in a “vehicle condition report” at the end of the trip, day, or tour of duty as per the California Vehicle Code.

VEHICLE PROBLEMS NEEDING FOLLOW-UP BY FLEET MAINTENANCE

Complete the form on the reverse side for any problems that arise while operating District vehicle.

Print – Driver’s Name

Date

(over)

BELLA VISTA ELEMENTARY SCHOOL DISTRICT
FLEET MAINTENANCE
VEHICLE CONDITON WORK ORDER

- SITE:
- Adult Education
 - XYZ High
 - AAA Elementary
 - Community Day School
 - District Office
 -
 -

FROM: _____
Print – Driver’s Name

DATE: _____

VEHICLE: # _____

BRIEF SUMMARY OF NEEDED MAINTENANCE:

(District Designee Name & Contact Information)