



Heber-Overgaard Schools

"Home of the Mustangs"

P.O. Box 547 Heber, Arizona 85928

Phone 928-535-4266 - Fax 928-535-5146

www.heberovergaardschools.org

District Vehicle Authorization Form

It is hereby agreed that: _____ will be responsible
(Employee)
for district vehicle listed below. I will complete my daily log and turn it in each month.

License Plate Number	Make	Model	Year
----------------------	------	-------	------

Employee agrees they shall be responsible for making certain that the use of school vehicles is not abused inside or outside the District.

Use of School Vehicles

No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis, an employee's or Governing Board member's family may be included on an out-of-town trip if approval is granted by the Superintendent. Only Governing Board members or District employees may drive the vehicle. A school vehicle shall not be taken to an employee's or Governing Board member's home at night unless the employee or Governing Board member has permission from the Superintendent.

Accident Report

Any accident (no matter how minor) in a school vehicle or in any private vehicle while on school business is to be reported immediately to the District transportation office, or to an administrator if the accident occurs after school hours. The business office shall immediately report the accident to the District's insurance company.

I hereby agree to operate said vehicle in a reasonable prudent manner, to obey all highway safety laws, to maintain a current Driver's License.

Employee for Heber/Overgaard School District #6

Date

Supervisor

Date