

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

710-AR-2. VEHICLE USE FORM

I agree that I have inherent responsibilities for the safe operation, care, and security of the vehicle entrusted to me. I accept those responsibilities and agree to obey all state and local traffic laws and comply with the established administrative regulations which I have read and understand. I will report any accidents or violations immediately to my supervisor. Further, I will operate my vehicle in a safe and courteous manner.

I understand that abiding by this agreement is a condition of my employment, and any violation will result in disciplinary action up to and including termination of my employment.

In addition, if I am a driver of my own vehicle used on district business, I agree to provide a certificate of insurance with limits of liability of at least \$500,000 Combined Single Limit.

Employee's Name (printed)

Employee's Signature

Date