

SAMPLE VEHICLE KEY CHECK-OUT & PASSENGER LIST

(Must be completed for ALL use regardless of destination)

I have read and understand the Vehicle Use Policy. I have been approved to use (Member Name) vehicles by having on record a current copy of my driver's license and Motor Vehicle Record Check. ALL DRIVERS ON THIS TRIP MUST SIGN.

Signature of Driver #1 _____ Date _____

Signature of Driver #2 _____ Date _____

Signature of Driver #3 _____ Date _____

Signature of Driver #4 _____ Date _____

Signature of Driver #5 _____ Date _____

Printed Name of Driver(s)

#1 _____

#2 _____

#3 _____

#4 _____

#5 _____

**Staff's initials for sticker
verification**

#1

#2

#3

#4

#5

Department/Organization _____

Account Number _____

Destination _____ (address if possible, city, state)

Destination Phone # _____ Cell phone # of anyone in van _____
(if available) (if available)

STAFF: This form must be signed and left at the Information Desk. The mileage sheet, vehicle use policy, clipboard and keys should be given to the driver after this form has been completed. ALWAYS CHECK DRIVERS APPROVED DRIVER STICKER. BE SURE IT IS CURRENT! ALWAYS INITIAL IN BOX AT TOP.

Back side to be completed if Passengers are being transported

All department/organizations using _____(Member Name) vehicles leaving the _____ area, must complete the section below listing all passengers. This form must be left at the _____. This must be completed prior to leaving _____.

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |