

KCSD WHITE VEHICLE CHECK OUT FORM ☐ PICKUP OR ☐ DELIVER TO _____

DRIVER(S) _____

DESTINATION _____

VEHICLE(S) ASSIGNED _____

KEY TAG #(S) _____

TRIP START DATE _____ TO _____

PICKUP TIME _____ RETURN TIME _____

CHARGE CARD # _____ (FUEL ONLY WHEN NEEDED/WE GET CHEAPER FUEL AT OUR SITE)

*PLEASE READ THE SHEET IN THIS ENVELOPE FOR COMPLETE INSTRUCTIONS.

*PLEASE PARK YOUR VEHICLE IN THE SAME SPOT AS THE DISTRICT VEHICLE YOU USE.

CHECK OFF LIST BELOW:

- ☐ COMPLETE MILEAGE AT BOTTOM OF VEHICLE REQUEST
- ☐ MAKE SURE VEHICLE IS CLEANED OUT ☐ PLACE KEYS, ETC., IN MAIL SLOT AT SIDE OF BLDG
- ☐ LOCK THE GATE WHEN YOU LEAVE, IF IT IS AFTER HOURS

IF YOU HAVE ANY PROBLEMS OR QUESTIONS, PLEASE CALL OUR OFFICE AT (319)524-3690. IF IT IS AFTER HOURS, PLEASE CALL DAVE GROGAN'S WORK CELL, WHICH IS (319)795-0148.