

MORGAN COUNTY

SCHOOL DISTRICT

United For Excellence

Vehicle Use Instructions

Vehicle Requests should be received at least 2 weeks in advance

Vehicle keys will be in the transportation main office 94 South Commercial Street

Vehicle keys will be available for pick up the week of your request

Keys have a brass tag that identifies the last 3 digits of the vehicle license plate

Department pin numbers for fueling will be available through secretaries

Drivers will be responsible for the following:

- Completion of the Risk Management Driver Training <https://risk.utah.gov/risk-training/>
- Following the "Use of Vehicles" Policy from www.morgan.k12.ut.us/Forms.htm
- Performing pre-trip and filling out vehicle use form, leave in car
- Fueling upon return when vehicle is below $\frac{3}{4}$ tank
- Returning vehicles to lot and keys to the drop box located at north fence
- Keeping car clean
- Keeping gate closed

Thank you for your help in keeping our vehicles and facility ready for use

Fueling Instructions

How to Fuel (fuel cards are attached to the back of clip boards in the vehicles)

1. Swipe card at pump
2. Punch in department pin # for billing
3. Punch in mileage
4. Fuel vehicle

Parking Area and Key Pick up

