

**MODOC COUNTY OFFICE OF EDUCATION  
VEHICLE USE AGREEMENT & REQUEST FOR USE**

(To be completed for any vehicle use)

Name of User Group: \_\_\_\_\_

Purpose of Use /Destination: \_\_\_\_\_

Dates of Use: Pick up at \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Return to \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_

Driver(s) \_\_\_\_\_ Odometer Out: \_\_\_\_\_

\_\_\_\_\_ Odometer In: \_\_\_\_\_

Vehicle Condition (NOTE PRE-EXISTING DAMAGE)

Interior: \_\_\_\_\_

Exterior: \_\_\_\_\_

**AGREEMENT**

- a. In consideration for being provided the use of the above described vehicle, user hereby agrees to defend, indemnify and hold harmless Modoc County Office of Education, its trustees, the individual members, all county officers, agents and employees free and harmless from any loss, damages, liability, cost or expense that may arise out of or be caused in any way by such use and / or occupancy of county vehicle. By signing this Vehicle Use Request form the user agrees to the hold harmless agreement.
- b. User shall return the vehicle in the same condition as described above and pay for any damage not listed above. **User shall be held responsible for all costs incurred for any damages that may have occurred due to negligent use and/or for having the vehicle cleaned.**
- c. User agrees to have only properly licensed and trained drivers over the age of \_\_\_\_\_ operate the vehicle. Drivers' license classification must meet the classification for the vehicle. (No restrictions / conditions attached to prevent use).
- d. Parents, non-student children, guests shall only be allowed to ride in the vehicle if it is for district business purposes.
- e. User agrees to provide a minimum of \$1,000,000 Combined Single Limits automobile liability and general liability coverage.

**(District Use Only - I have determined that there is not a district vehicle available for use).** \_\_\_\_\_  
Initialed

I have read this agreement and, as authorized agent for \_\_\_\_\_, I hereby agree to the above terms and conditions. (User)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Must be signed by site principal)

Title: \_\_\_\_\_

Approved: \_\_\_\_\_  
(County Superintendent)

\_\_\_\_\_ (Date)

**RETURN TO BILLIEJO @ MCOE**