

**CLOQUET INDEPENDENT SCHOOL DISTRICT NO. 94
VAN USE BILLING INVOICE**

FOR ALL FUEL PURCHASES, PRINT AND SIGN YOUR NAME

Date: _____ ON THE SLIP OR PURCHASE FORM.

DATE	LOCATION		ODOMETER RDG.		TOTAL MILES	\$.555 PER MI.	AMOUNT CHARGED	PROGRAM CHARGED
	FROM	TO	BEGIN	END				

I declare under penalties of law that the account claim or demand is just and correct and that no part of it has been paid.

SIGNED: _____ (Claimant or agent of claimant)

DISTRICT OFFICE OR SUPERVISOR TO COMPLETE THE FOLLOWING:

ACCOUNT CODE						AMOUNT	EXPENSE BDGT.
FD	ORG	PRO	CRS	FIN	OBJ		TO CHARGE
TOTAL:							

I hereby certify that the above items have been received.

APPROVED (DATE): _____ CHECK DATE: _____

APPROVED BY: _____ CHECK NO.: _____

Report to administration, any automobile performance issues, accidents, or other significant incidents. If in Cloquet, buy gas at Pete's Phillips 66 Service @ 1503 Cloquet Avenue (no credit card necessary). **Return auto with full gas tank. Clean vehicle and lock it after each use. Thank you.**

THERE IS MORE INFORMATION TO COMPLETE ON THE BACK OF THIS PAGE.

**TYPE III SCHOOL BUS
PRE-TRIP INSPECTION REPORT
(Please turn in report with keys)**

Employee or Designee Signature:	Date:
School District: CLOQUET ISD #0094	Trip Destination:

VISUAL AND OTHER INTERIOR CHECKS

- ___ Brakes (No warning light/good break pressure)
- ___ Steering (Turns easily/no unusual noise)
- ___ Transmission (Easily engaged and responsive)
- ___ Dash gauges/lights (Working/no warnings)
- ___ Horn (working)
- ___ Window glass clean
- ___ Mirrors clean, adjusted, unbroken
- ___ Cleanliness of vehicle
- NA Wheel chair secure
- ___ Seat belts and/or child safety seats
- ___ Heater and defrost motors
- ___ Fuel at least ½ tank

VISUAL EXTERIOR CHECKS

- ___ Leaks around vehicle, under vehicle or in engine compartment – oily/gas/water
- ___ Belts not worn or broken
- ___ Tire tread
- ___ Tires properly inflated
- ___ Turn signals and brake lights
- ___ Head lamps – high and low beam
- ___ Tail lamps
- ___ Doors and mirrors working/adjustable
- ___ Windshield wipers in good condition
- ___ Windshield washer fluid
- ___ Oil level
- ___ Damage to vehicle (list below)

SAFETY EQUIPMENT PRESENT

- ___ Fire extinguisher/emergency triangles
- ___ First aid kit
- ___ Body fluid clean up kit
- ___ Emergency contacts & procedures information sheet(s)

COMMENTS:

THERE IS MORE INFORMATION TO COMPLETE ON THE BACK OF THIS PAGE.