CLOQUET INDEPENDENT SCHOOL DISTRICT NO. 94

VAN USE BILLING INVOICE

FOR ALL FUEL PURCHASES, PRINT AND SIGN YOUR NAME ON THE SLIP OR PURCHASE FORM.

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>ODOMETER RDG.</th>
<th>TOTAL MILES</th>
<th>$.555 PER MI.</th>
<th>AMOUNT CHARGED</th>
<th>PROGRAM CHARGED</th>
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<td>FROM</td>
<td>BEGIN</td>
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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:

<table>
<thead>
<tr>
<th>ACCOUNT CODE</th>
<th>AMOUNT</th>
<th>EXPENSE BDGT. TO CHARGE</th>
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<tbody>
<tr>
<td>FD</td>
<td>ORG</td>
<td>PRO</td>
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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)

<table>
<thead>
<tr>
<th>Employee or Designee Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td><strong>School District:</strong> CLOQUET ISD #0094</td>
<td><strong>Trip Destination:</strong></td>
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</table>

**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

**SAFETY EQUIPMENT PRESENT**

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

**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)

**COMMENTS:**

__________________________________________________________________________________________

__________________________________________________________________________________________

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