

**VEHICLE USE RECORD
CUYAHOGA COUNTY
DEPARTMENT OF FLEET SERVICES**

DEPARTMENT _____ INDEX CODE _____

OPERATOR'S NAME _____ PHONE _____

DRIVER'S LICENSE NO. _____ EXP. DATE _____

VERIFIED BY _____ CREDIT CARD ISSUED YES NO NUMBER _____

DESTINATION _____ VEHICLE REQUESTED _____

RESERVATION-OUT _____ DATE _____ IN _____ DATE _____

MAKE _____ YEAR _____ LICENSE NO. _____

LOANER YES NO APPROVED BY _____

DRIVER RESPONSIBILITY

1. To operate the vehicle in accordance with Sec. 307.43 and 124.71 of the Ohio Revised Code and in a safe and courteous manner, obeying *all traffic laws and parking regulations*. **
 ** The operator of the vehicle is personally liable for any costs incurred for parking citations, impound charges and storage charges as a result of the vehicle being impounded for any traffic violations.
2. To become familiar with and comply with all present and future directives applying to vehicle operation.
3. To maintain a VALID Ohio Drivers License.
4. Report all accidents and/or damages to a county vehicle immediately to Protective Services at 1642 Lakeside Avenue, (216) 443-2141, Ohio Relay Service (TTY) 1-800-750-0750.

I, certify, by my signature below, that I have been fully advised of my responsibility as to the use, operation, and maintenance of any county owned or leased vehicle(s). I fully agree to abide by all regulations relating to the use, operation and maintenance.

307.43 Use of county vehicle except for official County business prohibited.

No person shall use or drive any automobile, motorcycle, or other conveyance owned, hired, or leased by Cuyahoga County for the use of any county official or employee, for any purpose other than the transaction of official business.

124.71 Unauthorized operation of a motor vehicle by state or subdivision prohibited.

No person shall willfully operate a motor vehicle, motor vehicle with auxillary equipment, or self-propelling equipment or trailers owned or to be operated by the state or a political subdivision, without reasonable cause to believe that the specific use or operation is one that is properly authorized.

IDLING REDUCTION GUIDELINES

No County vehicle or piece of equipment is to be idled in a non-emergency situation.

The driver of a County vehicle must:

1. Turn off the engine and remove keys from ignition reaching a destination; and
2. Not allow an engine to idle at any location for more than five minutes during any one hour period.

The complete Anti-Idling Policy is available for review upon request.

COUNTY ISSUED CREDIT CARDS MAY ONLY BE USED FOR THE PURCHASE OF REGULAR UNLEADED FUEL AND EMERGENCY FLUIDS. (i.e. Motor Oil, Washer Fluid).

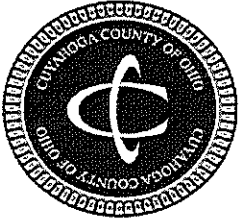
DO NOT PURCHASE PREMIUM FUEL

PLEASE RETAIN ALL RECEIPTS.

OPERATOR'S SIGNATURE _____

Starting Mileage _____ X _____ Driver's Initial _____ Ending Mileage _____ X _____ Driver's Initial _____

Time Out _____ Return Time _____



VEHICLE SAFETY INSPECTION CHECKLIST

Department:
Vehicle:
Lic. Plate:
Date:

	<i>satisfactory</i>	<i>unsatisfactory</i>
Headlights		
Turn Signals		
Emergency Flashers		
Horn		
Wipers		
Windshield and other Windows		
Seat Belts		
Steering		
Heater/Defroster		
Brakes		
Tires Bald/Crack/Uneven/Wear Inflation		
Exhaust System		
Accident report kit		

OTHER:

