Midway Extension District Volunteer Vehicle Use Policy

1. Extension Volunteers can reserve the use of an Extension vehicle for Extension-related activities.
   a. First priority will be granted to agents needing use of vehicles for agent responsibilities, then it can be used for **general-audience** extension educational activities, (not project specific events) or qualified State Contests (i.e. State Poultry Judging, State Livestock Sweepstakes, State FCS Judging, etc.)
   b. Prior approval from the extension agents or the Midway Extension District governing board is required
   c. Out of State travel must be approved by the Midway Extension District governing board.

2. The vehicle request form must be completed and turned in at least 3 weeks prior to event.

3. If a vehicle is approved for use, it will be full of fuel when picked up. If more than a tank of fuel will be required for the trip, the group using the vehicle is responsible for the purchase of additional fuel and returning the vehicle with a full tank of gas.

4. All drivers must be at least 21 years of age, have a current driver’s license and have completed the volunteer screening process. A copy of the driver’s license will be kept in the extension office for insurance purposes.

5. Only bonafide 4-H members and Extension Volunteers will be allowed to ride in the vehicle. A list of passengers should be submitted when requesting the vehicle. Any changes that are made will need to be left with the office before departure for the activity.

6. All individuals in the vehicle must have a Kansas 4-H Participation Form on file with the extension office. In addition, a copy of participation forms for all travelers must be in the vehicle when used. All occupants must wear their seat belts. The 4-H Youth Code of Conduct must be observed. No alcohol, tobacco or illegal drugs will be permitted while on an Extension function or in the Extension vehicle.

7. Discipline is to be maintained by the driver/adult sponsors.

8. The vehicle should be returned to the office in the same condition it left in: Clean, free of trash, in good maintenance, and full of fuel, along with the completion of the vehicle log. (This includes ending mileage and fuel purchased.) Any vehicle damage or mechanical problems should be reported to the Extension Office upon return.

9. Future use of the Extension vehicle will be dependent on following the above stated guidelines.
Volunteer Request for use of Extension Vehicle

The Midway Extension District Executive Board allows approved volunteers to use the Extension vehicles for extension-related educational activities. Requests for the use of the vehicle must be submitted and approved by extension agents or executive board.

Date of request: _______________________

Name of organization: __________________________________________________

Person responsible: _______________________________________________________

Purpose of trip: _________________________________________________________

Trip start date: ______________________ End date: _________________________

Estimated miles to be traveled and destination:

______________________________________________________________________

Name of driver(s): Driver’s license number: Convicted of moving violation in 3 yrs.?  yes  no

_________________________ ___________________________  yes  no

_________________________ ___________________________  yes  no

List names of ALL individuals who will be traveling:

1. ______________________________  2. ______________________________

3. ______________________________  4. ______________________________

5. ______________________________  6. ______________________________

7. ______________________________  8. ______________________________

I have read, understand, and agree to follow the policies for Midway District Extension Vehicle Use (on back of this sheet) as approved by the Extension Executive Board. If these policies are not followed, I understand that it may be determined that our group may not be allowed to use the vehicles in the future. The information above is correct to the best of my knowledge.

Signature: ___________________________ Date:_____________________

__ Approved  __ Denied  Extension Agent Signature:_______________________