LARADON POLICY AND PROCEDURE

SUBJECT: Transportation

DATE: January 9, 2026

POLICY

All Laradon team members who transport individuals or drive for the organization on a regular basis will follow the procedures below to ensure the safety of those we serve and themselves.

PROCEDURE SUMMARY

The purpose of this procedure is to state Laradon's procedures regarding the use of Laradon vehicles and to establish guidelines for transporting individuals in personal vehicles in order to ensure safety and protection of the staff and individuals served by Laradon.

This Procedure Memorandum details:

- Applicability
- Fleet Definition
- Qualified Drivers
- Driver Training
- Fleet Services Coordination and Reservation
- Accident Reporting
- Traffic Violations
- Insurance and Liability
- Disabled Vehicle
- Individual/Student Supervision
- Individual/Student Safety
- Transportation Permission Slips
- Transportation Provided in Non-Laradon Vehicles
- Driving Personal Vehicles for Laradon Business
- Personal Use of Laradon Fleet
- Mileage Reimbursement
- Wheelchair and Mobility Device Securement
- Passenger Assistance
- Transporting clients with Oxygen
- Transporting clients with Service Animals

1. Applicability

This procedure provides an explanation of procedures involving managing fleet for activities and transportation of individuals/students. This policy also reviews the roles and responsibilities of Fleet Manager. In addition, this procedure also provides guidelines and responsibilities for qualified drivers and the Fleet Manager when scheduling and/or operating a Laradon owned vehicle or transporting Individuals in private vehicles.

2. Fleet Definition

All Laradon vehicles used for transportation of individuals served must be enclosed and have door locks. Each Laradon vehicle must be kept in satisfactory condition to assure the safety of occupants. Seating must be comfortable and there must be an individual seatbelt for each occupant.

3. Qualified Drivers

Employees who are qualified to drive for Laradon have successfully completed met the standards of Laradon's Motor Vehicle Checks. They are then placed on the Qualified Drivers List.

The Qualified Driver List is maintained by the Human Resources Department and is updated and distributed to the Fleet Manager and Program Directors as updated. Any additions or deletions to the Qualified Driver List are updated as needed by the Human Resources Operations Specialist.

4. Driver Training

All qualified drivers must successfully complete Driver Training as administered by the Fleet Manager. Driver Training includes the following areas of training:

a. Lardon driver policies and expectations.
b. Defensive Driving and vehicle operation.
c. Vehicle Monitoring.
d. Importance and completion of Daily Vehicle Report. (DVR)
e. How to perform a Pre-trip vehicle inspection.
f. Lift operation and Wheelchair securement

5. Fleet Services Coordination and Reservation

a. Fleet Manager Responsibilities

The Fleet Manager will be responsible for the coordination of Laradon's vehicles by:

1) Scheduling vehicle usage and key distribution.

a) The Fleet Manager will review the availability of vehicles with the Director of Maintenance and Program Directors so that the needs of the organization are prioritized. The Fleet Manager will be responsible for assigning vehicles based on priority, requests from staff and availability.

b) The Fleet Manager is responsible for ensuring that each vehicle has a gasoline credit card, a current copy of the vehicle registration and insurance card.

2) Monitoring current Qualified Drivers List as provided by the Human Resources Operations Coordinator.

3) Maintaining safety backpack contents and distribution.

4) Checking the vehicles daily for damage, following up with the Director of Maintenance. The Fleet Manager is responsible for reviewing the Daily Vehicle Record and reporting any maintenance concerns or damage immediately to the Director of Maintenance. Damage to any of Laradon's vehicles must also be reported to the Program Director.

5) Informing the Director of Maintenance immediately of vehicle concerns, including accidents, damage and maintenance needs.

b. Driver Responsibility

1) Mobile phone use

Employees should not talk or text on the phone when driving. If a call must be taken, employees should pull over to receive a phone call.

2) Keys

Drivers are responsible for signing out the vehicles and ensuring that keys are returned each day before the end of their scheduled shift and to the proper location. Drivers are also responsible for checking vehicle has a gas credit card, current registration and insurance card. In the event that an item is misplaced, additional copies of the registration, insurance cards and replacement gasoline credit cards may be obtained from the Fleet Manager, as it is important that staff have this information at all times while driving.

3) Vehicle Requests

The Fleet Manager will assign vehicles to each program conferring with the Director when changes are to be implemented or the programs needs change. It is the Program Director's responsibility to make sure the needs of their program are met. They need to make sure that they are checking in with the Fleet Manager on a regular basis to ensure program needs are being met. Staff will be assigned a vehicle daily by their supervisor and must pick up and return the keys to the assigned lock box.

4) Laradon Van Safety Checklist

The Laradon Daily Vehicle Record (see Attachment 1) is to be completed after each trip. Staff need to inspect the exterior and interior of the vehicle and document their observations. If the vehicle has any warning lights or messages displayed the vehicle is not to be operated and the Fleet manager and supervisor are to be contacted immediately.

5) Safety Back Pack

The Safety Back Pack contains a first aid kit, a spill kit, emergency procedures for accident reporting and the emergency phone roster. It is also the employee's responsibility to ensure the backpack is in the vehicle at the start of their trip and upon return.

6) Fire Extinguishers

Fire extinguishers are located in all Laradon vehicles. The fire extinguishers are to be used in emergency situations only. The first priority of the driver is to get the individuals and themselves out of the vehicle and call 911.

7) Purchase of Gasoline

Drivers are responsible for ensuring that vehicles are returned to the Laradon campus with no less than a half-full tank of gasoline, thereby ensuring that the vehicles have sufficient gasoline for the next driver. Failure to return vehicles without the proper amount of gasoline could also result in disciplinary action, our Standards of Conduct.

To ensure efficient tracking of vehicle costs and usage, gasoline must be purchased at Laradon designated stations only. The gasoline stations to be used are designated by the Financial Management Department (FMD). Gasoline credit cards identify the designated stations to be used.

Employees who fail to use Laradon's designated gasoline stations will be personally liable for the excess cost of gasoline, unless there is sufficient justification, such as an emergency.

Drivers are to purchase **regular unleaded (85-octane) gasoline** for all vans. To purchase gasoline, a qualified driver must utilize a code assigned to them by the Fleet Manger or designee.

Gasoline bills will be periodically audited and documented by the Fleet Manager.

8) Care of Vehicles

NO SMOKING BY INDIVIDUALS OR STAFF IS ALLOWED IN ANY LARADON VEHICLE AT ANY TIME.

Laradon either contracts with an independent contractor or has staff clean the interior and exterior of each vehicle. However, the employee utilizing the vehicle has the primary responsibility for maintaining the general cleanliness and appearance of the vehicle. Recognizing that food may be in the vehicles occasionally, it is the driver's responsibility to ensure this is cleaned up. This includes removing trash, supplies and equipment each time that a vehicle is used. Whenever an individual has an incident involving bodily fluids and/or solids inside the vehicle it is the staff's primary responsibility to do the initial clean up using the supplies. Staff needs to let the Fleet Manager know about the incident immediately after it occurs. Damage to the vehicles is also to be reported immediately to the Fleet Manager. Failure to do this will result in disciplinary action. Individuals should be encouraged to clean up their seat and surrounding area before getting out of a vehicle.

The Fleet Manager has established a preventative maintenance program for each vehicle. As such, it is sometimes necessary to ground a vehicle for mechanical repairs.

9) Adverse Weather Conditions

Employees need to be aware of inclement and adverse weather, as it relates to driving vehicles. Adverse weather conditions may cause all vehicles to be grounded. Each Program Director, will consult with the Fleet Manger and they will make a determination as to making grounding announcement and subsequent rescission of the announcement Every attempt will be made to ensure that vehicles transporting Individuals to worksites are available as soon as possible after adverse weather conditions have cleared.

6. Accident Reporting

The following guidelines are to be followed when a Laradon vehicle is involved in an accident.

a. Immediate Response to Accident

1) The driver or other employee(s) involved in an accident are to determine if any passengers are injured.

2) If injuries are suspected and/or sustained by any passenger, first aid is to be administered by qualified personnel.

3) The emergency response number, 911, is to be called immediately for any injured passengers.

b. Reporting of the Accident

1) After ensuring the well-being of all passengers, the driver or other staff members in the vehicle are to notify the local police department. The driver should also notify their immediate supervisor via mobile phone.

2) The driver is to remain at the scene of the accident until given clearance to leave by the police.

3) The driver of the vehicle is to fill out an Accident/Disabled Vehicle Report (see Attachment 2), attach a copy of the police report, if applicable, and submit the completed form to their department director.

4) The driver of the vehicle may also be required by the police to fill out a State of Colorado Traffic Accident Report. If the accident is over **$1,000** in damages, the employee will be required to complete this form. The employee may be required to go to the police department to obtain this form, or the form may be supplied by the Fleet Manager. Once this form is completed, the employee will need to make a copy of the form and submit it to their Program Director.

a. **If an accident in a Laradon vehicle is due to negligence on the part of the Laradon employee, Laradon will take appropriate action.** Negligence will be determined upon review of the circumstances of the accident.

b. In all accident cases involving a Laradon-owned vehicle, the driver must notify the Fleet Manager and Program Director as soon as possible. The Program Director will notify the Fleet Manager immediately and include information regarding injuries to staff or individuals, and damage to van. Staff injuries should be reported to the Human Resources department

c. Immediately following or as soon as possible after an accident the driver maybe required to complete a Urinalysis test as determined by program director, fleet manager and human resources.

c. Follow-Up

1) The Employee is to send the original Accident/Disabled Vehicle Report, the copy of the State of Colorado Traffic Accident Report, if applicable, the copy of the State of Colorado Report of Motor Vehicle Accident, if applicable, to the Fleet Manger.

2) The Fleet manger will report all accidents with damage in excess of $1500 to Laradon's insurance carrier within 7 hours.

3) Incident reports need to be completed on each Individual who was involved in the accident. Family members or guardians are to be notified by the Program Directors via phone as soon as possible.

7. Traffic Violations

Each employee is responsible for payment of parking or speeding violations obtained while operating a Laradon vehicle or a personal vehicle for work purposes. If the employee fails to pay for the fine imposed on a Laradon vehicle, then it will be deducted from their paycheck (see Attachment 3).

8. Insurance and Liability

All qualified drivers and approved passengers riding in Laradon's vehicles while conducting Laradon business are covered under Laradon's insurance policy. Approved passengers are Laradon staff, individuals served, persons contracted by Laradon to perform a service or persons being transported by Laradon in the course of services provided by Laradon.

Laradon's insurance policy does not cover an employee or any passenger while using their personal vehicle to conduct Laradon business. Laradon requires proof of automobile liability insurance be obtained for all employees who transport individuals served, see section 13 below. The limits of coverage must be no less than $100,000 per person and $300,000 per accident ($300,000 CSL).

On an annual basis, employees who drive for Laradon, including for conducting Laradon business or transporting Laradon individuals, will provide HRD with proof of automobile liability insurance with the proper amounts of coverage.

9. Disabled Vehicle

The following guidelines are to be followed whenever a Laradon vehicle becomes disabled.

a. The driver will ensure that the vehicle is parked in a safe spot and that the hazard/warning signals are turned on.

b. The driver is to notify their Program Director.

c. The department director is to contact the Fleet Manager.

d. The Fleet Manager will coordinate towing and/or repairs.

e. The Program Director will coordinate alternative transportation, if needed.

f. The driver of the vehicle is to fill out an Accident/Disabled Vehicle Report and submit the completed form to the Fleet Manager.

10. Individual/Student Supervision

The number of staff members who accompany individuals/students when being transported in the vehicle must meet the established program ratio. The driver of the vehicle is considered a staff member and can be included in the ratio. If a second staff is on the van, they are to sit in the back row, not in the front seat next to the driver to help ensure proper supervision. Individuals/students will not be left unattended in a Laradon vehicle at any time (see Attachment 4). This acknowledgement will be signed during the Driver training.

11. Individual/Student Safety

Individuals/students will not be permitted to ride in the front seat of a vehicle unless they are over the age of thirteen. Individuals/students under 40 pounds will be secured in a child restraint system that conforms to all Federal Motor Vehicle Safety Standards. All Individuals over 40 pounds will wear

seat belts at all times. Lap belts will be secured low and tight across upper thighs and under the belly. Staff will check Individuals to ensure that seat belts are properly positioned prior to driving the vehicle.

Individuals/students are to remain seated while the vehicle is in motion. Individuals/students are also not permitted to stand or sit on the floor of a moving vehicle, and their arms, legs, and heads must remain inside the vehicle at all times.

Individuals/students must board out of the path of moving vehicles. Laradon has specifically designated areas for boarding vehicles. Staff will seek out the safest area to load and unload while in the community.

12. Transportation Permission Slips

Students in The Laradon School are required to have a permission slip signed by their parents or legal guardian in order to be transported in a Laradon vehicle for community events or medical emergencies (see Attachment 5). The transportation permission slip will be part of the orientation packet given to Students and guardian at the time of their admission to Laradon and then at the time of their annual Individual Education Plan (IEP) meeting. Permission slips will be filed in the student's file.

13. Transportation Provided in Non-Laradon Vehicles

There are some positions at Laradon with job descriptions that require an employee to utilize their personal vehicle to transport Individuals.

Upon hire, each employee must provide the following items to the HRD in order for an employee to receive authorization to transport Individuals in their personal vehicles:

a. Motor Vehicle Report,

b. Insurance coverage to cover transporting Individuals in a personal vehicle,

c. Vehicle Condition and Maintenance Report (see Attachment 6) and

d. Personnel qualifications, i.e., Colorado driver's license and documentation of successful completion of all components of Laradon's Defensive Driver Training.

This information must be maintained in the employee's personnel/training file. Employees utilizing their personal vehicle are required to attend Defensive Driver Training. Employees may be disqualified from transporting Individuals in their personal vehicles, see LPM Background Checks.

14. Driving Personal Vehicles for Laradon Business

Some positions at Laradon require the employee to drive their own person vehicle to conduct Laradon business. Some examples would be to attend meetings or trainings and run errands to the bank. Employees utilizing their personal vehicle to conduct Laradon business must attend Defensive Driver Training and meet requirements for motor vehicle conditions and insurance coverage. Employees may be disqualified from using their personal vehicles to conduct Laradon business, see LPM Background Checks.

15. Personal Use of Laradon Fleet

Use of Laradon Fleet for personal reasons is prohibited and is in violation of the company's contracts with the Colorado Department of Transportation, the Denver Regional Council of Governments, and Xcel.

Personal use is defined as utilizing a Laradon vehicle for any reason besides Laradon business. If an employee is unsure about particular situations, they should contact the Program Director. Any violation is subject to disciplinary action.

16. Mileage Reimbursement

Employees using personal vehicles for Laradon business are to provide beginning and ending mileage for each trip on the current Mileage Expense Voucher (see Attachment 7) and each destination must be identified and documented separately. Laradon will reimburse employees comparable to the IRS rate. The reimbursement rate is reviewed on an annual basis during the budget process and adjustments are communicated to the ELT who will be responsible for informing their staff.

Laradon will not compensate employees for use of a personal vehicle for travel from their residence to the start of their work and from their last place of business back to their residence. When an employee does not report to Laradon at the beginning of their scheduled work shift, the allowable reimbursable mileage is the lesser of the mileage from the employee's home to the first site in the community. For example, an Employment Coordinator lives five miles from Laradon, but travels 15 miles to visit an individual at the job site at the beginning of the day. The EC will subtract five miles and document 10 miles on their mileage reimbursement form.

In order to be reimbursed for mileage, the employee's MVR, the declaration page of the insurance coverage for their vehicle and the Vehicle Condition and Maintenance Report will be submitted annually to Laradon's HRD.

Mileage reimbursement requests and a copy of proof of insurance are to be submitted to the appropriate department director on the **last working day of the month**. The department director will submit the request, upon approval, to the FMD for reimbursement. Generally, reimbursement to the employee will be made on the next payroll check.

If an employee does not submit up-to-date proof of insurance information on file, the employee's request for reimbursement may be delayed.

17. Wheelchair and Mobility Device Securement

To ensure the safety of all passengers who use wheelchairs or mobility devices during transport, Laradon requires that these devices and their occupants be properly secured before and during vehicle operation.

a. Scope

This policy applies to all drivers and transportation staff responsible for transporting passengers who use wheelchairs or other mobility devices in Laradon vehicles.

b. Securement of Mobility Devices

1) All wheelchairs and mobility devices must be secured using the vehicle's designated four-point tie-down system prior to vehicle movement.

2) Tie-downs must attach to the manufacturer-recommended securement points on the mobility device.

3) Devices must be immobilized to prevent movement during transport.

c. Occupant Restraint

1) Passengers using wheelchairs or mobility devices must wear the vehicle's occupant restraint system (seatbelt or harness) at all times while the vehicle is in motion.

2) If a passenger transfers to a standard vehicle seat, the seatbelt must be worn in accordance with standard safety procedures.

d. Driver and Staff Responsibilities

1) Drivers and transportation staff are responsible for ensuring all mobility devices and occupants are properly secured before vehicle operation.

2) Securement straps and occupant restraints must be visually inspected to confirm correct attachment and proper tension.

3) Vehicles must not be operated until all passengers and mobility devices are safely secured.

e. Passenger Assistance

1) Staff shall assist passengers with transferring from mobility devices to vehicle seats when requested or when necessary for safety.

2) Assistance should respect the passenger's dignity and follow any individualized care or transfer plan.

f. Equipment Maintenance

1) All securement equipment must be inspected regularly for wear, damage, or malfunction.

2) Defective or worn equipment must be removed from service immediately and reported for repair or replacement.

g. Training

1) All drivers and transportation staff must receive training on the proper securement of wheelchairs and mobility devices, safe use of occupant restraints, and passenger transfer procedures.

2) Training must be documented and refreshed at intervals consistent with Laradon safety standards.

18. Passenger Assistance

a. Policy Statement

Laradon shall provide passenger assistance to individuals participating in Laradon programs in a safe, respectful, and nondiscriminatory manner consistent with the Americans with Disabilities Act (ADA) and applicable safety standards. Assistance shall support participant safety, accessibility, and dignity while encouraging independence whenever feasible.

b. General Assistance Standards

Transportation staff shall provide reasonable assistance as needed to ensure the safe boarding, securement, transport, and disembarkation of program participants. Assistance shall be limited to the level necessary for safety and accessibility and shall respect participant preferences whenever possible. Staff shall communicate directly with participants using respectful, person-first language.

c. Boarding, Disembarkation, and Transfer

Vehicles shall be positioned to allow safe and accessible boarding and disembarkation. Ramps and lifts shall be deployed and operated in accordance with manufacturer specifications. Vehicles shall not be placed in motion until all participants are safely aboard and properly secured. Transportation staff shall not lift or carry participants. Physical assistance during transfers may be provided only when requested by the participant and when staff have received appropriate training. Mechanical lifts or transfer aids shall be used when available and appropriate.

d. Training Requirements

All transportation personnel shall receive initial and ongoing training related to ADA requirements, passenger assistance techniques, disability awareness, and the proper use of accessibility and securement equipment.

19. Transporting Clients with Oxygen

Laradon shall provide safe and secure transportation for participants requiring supplemental oxygen. Transportation staff are responsible for ensuring oxygen equipment is properly handled, secured, and does not interfere with vehicle operation or safety systems.

a. Equipment Requirements and Securement

1) All portable oxygen tanks and concentrators shall be transported in approved holders, brackets, or secured using straps designed to prevent movement during transit.

2) Oxygen equipment shall be positioned to avoid blocking aisles, exits, or access to emergency equipment.

3) Staff shall verify that all connections are secure and that regulators, tubing, and cannulas are safely routed to avoid tripping or entanglement hazards.

4) Oxygen must be turned off when not in use or if instructed by the participant, following proper safety procedures.

b. Boarding and Transport Procedures

1) Staff shall assist participants in safely boarding and seating, ensuring oxygen equipment remains stable.

2) Participants shall remain seated with their oxygen properly secured throughout the trip.

3) Vehicles shall not be moved until all participants and oxygen equipment are secured.

c. Emergency Procedures

1) In the event of a medical emergency, staff shall follow Laradon emergency protocols while ensuring oxygen equipment remains safe and accessible.

2) Oxygen equipment shall not be removed or adjusted during transport unless required to address an immediate safety or medical need.

d. Training Requirements

All transportation personnel shall receive training in:

- Proper handling and securement of oxygen equipment
- Assisting participants who require supplemental oxygen
- Emergency procedures related to oxygen use
- Safety precautions to prevent fire, tripping, or interference with vehicle operation

20. Transporting Clients with Service Animals

a. Policy Statement

Laradon shall provide safe, respectful, and ADA-compliant transportation for participants accompanied by service animals. Staff shall ensure that service animals are accommodated without interfering with vehicle operation or safety, and participants are treated with dignity.

b. Boarding and Transport Procedures

1) Assist participants with boarding and seating while ensuring the service animal's safety and comfort.

2) Service animals shall remain with their handler during transport, except when relocation is required for safety.

3) Vehicles shall not be moved until both the participant and service animal are safely situated.

c. Safety and Securement

1) Service animals must be positioned to avoid blocking aisles, exits, or emergency equipment.

2) Staff shall not restrain, pet, or handle service animals unless directed by the participant.

d. Training Requirements

Transportation personnel shall receive training on ADA requirements, participant rights related to service animals, and safe transportation procedures for participants accompanied by service animals.

e. Compliance

Noncompliance with this policy may result in corrective action in accordance with Laradon procedures. This section shall be reviewed periodically to ensure continued ADA compliance and safe transportation practices.

INQUIRIES

Questions or comments regarding this procedure should be directed to the Director of Day and Employment Services.

Approved:

Tracy Vinciguerra
Tracy Vinciguerra (Jan 27, 2026 09:51:59 MST)

Tracy Vinciguerra, Chief Executive Officer

01/27/2026
Date

Attachment 1
Daily vehicle record

Attachment 2

Laradon Hall
Accident/Disabled Vehicle Report
(Attach Copy of Police Report, if Applicable)

Phone Numbers: Laradon Hall – 303-296-2400 Police/Non-Emergency - 311
Police/Emergency - 911

Please Print/Fill In All Applicable Information

Laradon's Vehicle	Second Vehicle
Vehicle Number:	License Number:
Date of Incident:	Insurance Company:
Time:	Insurance Number: Expiration Date:
Location:	Driver's Name:
Employee's Name:	Driver's Address:
Passenger's Names:	Driver's Phone #:
	Company Name:
Police Report Number:	Any Injuries
Police Officer's Name:	Police Officer's City/County:
Describe the accident or disabled vehicle incident:	
Describe the second vehicle:	
Extent of injuries and action taken:	

_____ _____
Employee Signature Date

Attachment 3
Paycheck deduction

Attachment 4

LARADON
Embracing Difference. Empowering Possibility.

Individual Served Vehicle Safety Reminder

Individual Served/Student Supervision

The number of staff members who accompany Individuals when being transported in the vehicle must meet the established program ratio. The driver of the vehicle is considered a staff member and can be included in the ratio. If a second staff is on the van, they are to sit in the back row, not in the front seat next to the driver to help ensure proper supervision. Individuals/students will not be left unattended in a Laradon vehicle at any time.

Individual Served /Student Safety

Individuals/students will not be permitted to ride in the front seat of a vehicle unless they are over 4 feet 9 inches in height and over the age of thirteen. Individuals/students under 40 pounds will be secured in a child restraint system that conforms to all Federal Motor Vehicle Safety Standards. All Individuals over 40 pounds will wear seat belts at all times. Lap belts will be secured low and tight across upper thighs and under the belly. Staff will check Individuals to ensure that seat belts are properly positioned prior to driving the vehicle. Individuals/students are to remain seated while the vehicle is in motion. Individuals/students are also not permitted to stand or sit on the floor of a moving vehicle, and their arms, legs, and heads must remain inside the vehicle at all times.

Individuals/students must board out of the path of moving vehicles. Laradon has specifically designated areas for boarding vehicles. Staff will seek out the safest area to load and unload while in the community.

While in route and when parked, vehicle doors are to be locked for individual/student and staff safety.

Name (Print): _____

Name (Signature):_____ Date: _____

Transportation Coordinator Signature: _____

Attachment 5

Permission to Provide Transportation

It is frequently desirable to take students to see interesting things in the city or nearby areas such as parks, movies, museums, etc. Every effort will be made to provide for his/her safety. Therefore, as a parent or guardian of _____, I am willing to have him/her go on excursions
(Name of Student)
under the supervision of regular teachers, supervisors or personnel from Laradon. I understand that Laradon will provide transportation in their vehicles.

_____	_____
Signature of Witness	Signature of Parent/Guardian
_____	_____
Date	Signature of Parent/Guardian

Attachment 6

VEHICLE CONDITION AND MAINTENANCE REPORT

Date_____

Name of Employee_____**Dept. #**_____
(as it appears on driver's license)

Date of Birth_____ **Social Security Number**_____

Driver's License Number_____**Expiration Date**_____

Make and Model of Vehicle_____

Vehicle License Plate Number_____

****

TO BE COMPLETED BY MECHANIC:

Vehicles driven: ☐ **CAR** ☐ **VAN**

The following are operational:

Lights	Yes	No	Comments
Head			
Park			
Turn			
Tail			
Brake			
Reverse			
Car/Body			
Seatbelts			
Mirrors			
Windows			
Tires			
Pressure			
Tread			
Wheels			
Spare			
Other			

Mechanic's Signature_____ **Date Inspected**_____
****

Department Director's Signature_____ **Date Signed**_____

*****Submit this form to the Human Resources Department*****

Attachment 7

LARADON
MILEAGE EXPENSE VOUCHER

Name_____ Department Number_____

Date	Mileage	Purpose of Trip	Miles
	Beginning: End:		
	Beginning: End:		
	Beginning: End:		
	Beginning: End:		
	Beginning: End:		
	Beginning: End:		
	Beginning: End:		
	Beginning: End:		
	Beginning: End:		
	Beginning: End:		
	Beginning: End:		
	Beginning: End:		
	Beginning: End:		

***PLEASE NOTE**: This voucher **will not** be processed without the requested information. Be sure to keep a copy for your personal records. A valid copy of your automobile insurance must be attached.

_____
Supervisor's Signature

Total Miles _____
X 0.655

Total Mileage Request $_____

Total Other Expense (Toll, parking, etc. – attach receipts) $_____

Total Request $_____