



DoDDS-Europe Mainz-Kastel



Leased Vehicle Checkout Agreement and Reservation Sheet

1. Driver Details

Name: _____

Today's Date: _____

Checked box indicates you have a valid USAEUR operators permit (Driver's License is **REQUIRED** at time of checkout.)

2. Checkout/Reservation Details

Checkout Date: _____

Checkout Time Est: _____

Return Date: _____

Return Time Est: _____

Travel Location: _____

Other Information or Special Requirements:
(Subject to Availability) _____

3. Checkout Agreement - To be filled out at time of pick-up

In accordance with the Leased Vehicle Checkout Policy, the undersigned agrees to the following:
(Initial the following)

_____ I have read the IFMS Guide and DoDDS-E Operator's Guide.

_____ The vehicle is to be accessed **For Official Use Only**.

_____ It is the responsibility of the driver to ensure all fluid and air levels are fit for travel.

_____ The fuel tank will have a minimum of 3/4 tank upon return (Use Fuel Coupons Wisely).

_____ The vehicle will be cleaned after use, to include removal of trash and washing/vacuuming when necessary.

_____ If the vehicle can not be returned by the return date/time, the driver will contact the checkout office as soon as possible.

4. Vehicle Information - To be filled out and signed at time of pick-up

License Plate #: _____ Vehicle Type: _____

Vehicle #: _____ Gas Card: _____

Driver Signature and Date