



# DoDDS-Europe Mainz-Kastel



## Leased Vehicle Checkout Agreement and Reservation Sheet

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### 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.)

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### 2. Checkout/Reservation Details

Checkout Date: \_\_\_\_\_

Checkout Time Est: \_\_\_\_\_

Return Date: \_\_\_\_\_

Return Time Est: \_\_\_\_\_

Travel Location: \_\_\_\_\_

Other Information or Special Requirements:  
(Subject to Availability) \_\_\_\_\_

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### 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.

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### 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