



# LEECH LAKE BAND OF OJIBWE

*LLBO Fleet Management  
06209 Golf Course Rd NW  
Cass Lake, Mn. 56633  
Phone (218)335-4450  
Fax (218)335-4477*

Revised March 30, 2015

Fleet Management Policy # 3      Vehicles Returning home with Employees

Vehicles will NOT be allowed to return home with employees unless written pre-authorization is provided from the Division Director with approval from the Executive Director and Fleet Management. A written description of when and why will be provided to Fleet Management from the respective Division Director before pre-authorization is considered.

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Departure \_\_\_\_\_

Date of Return \_\_\_\_\_

This authorizes \_\_\_\_\_ to take vehicle \_\_\_\_\_  
Name Plate #

overnight for work related business.

Division Director \_\_\_\_\_ Date \_\_\_\_\_

Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Fleet Mgmt. \_\_\_\_\_ Date \_\_\_\_\_