



# LEECH LAKE BAND OF OJIBWE

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

**This agreement will be enforced by LLBO Fleet Mgmt., ALL Division Directors and LLBO Human Resources.**

- **LLBO owned/leased vehicles are to be ONLY used for official business.**
- **LLBO owned/leased vehicles MUST be parked at agreed designated area(s), NEVER taken home unless approved.**
- **LLBO owned/leased vehicle keys/fuel cards must be turned in after every use. (NEVER TAKE THEM HOME!)**
- **Daily vehicle inspections will be performed by each driver and LLBO vehicles must be kept clean with NO EXCEPTIONS.**
- **When LLBO owned/leased vehicle services are due, contact Fleet Mgmt. for an appointment (218-335-4450).**
- **ALL LLBO owned/leased vehicles MUST be fueled up at Leech Lake Market, Che We and Northern Lights Express (around Cass Lake and Walker).**
- **LLBO and GSA fuel cards are to be ONLY used for fuel purchases.**
- **There is NO transporting family members and/or pets in LLBO owned/leased vehicles.**
- **ALL Accidents and/or Any Damage must be reported IMMEDIATELY to your Director, Supervisor and Fleet Mgmt. “also fill out LLBO Accident Report(s)”**
- **ANY driving violations must be reported IMMEDIATELY to Division Director, Supervisor and Fleet Mgmt.**
- **ALL LLBO drivers MUST attend defensive driving class when provided, while employed by LLBO.**

**Human Resources policy on disciplinary actions can and will be taken.**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Program/Job Position \_\_\_\_\_

Date \_\_\_\_\_