

EVERBLUE — ENERGY PROGRAMS

Pre-Apprenticeship QC Technician Shadowing Program (NC HOMES & HEAR)

FORM 2 — TRANSPORTATION & GAS CARD AGREEMENT

Required for trainees who travel to QC job sites and/or receive a program gas card. [DRAFT — for review by legal counsel before use]

1. Transportation

Trainees are responsible for their own transportation to the posted meet location. Where a carpool from the Everblue office is offered, trainees may ride with the QC Technician at their own election. Trainees who drive themselves must hold a valid driver's license and maintain the insurance required by North Carolina law. Everblue does not provide vehicle insurance coverage for trainee-owned vehicles.

2. Gas Card Issuance

To reduce the cost barrier of travel, the Program may issue a prepaid gas card for an approved shadow day. Cards are loaded at the standard program amount; the Program Coordinator may adjust the amount for long-distance or overnight trips.

3. Gas Card Rules

- Gas cards may be used for fuel purchases only — no food, merchandise, tobacco, lottery, or cash back.
- Cards may be used only for travel to and from the approved QC job site on the approved date.
- Itemized fuel receipts must be returned to the Program Coordinator within three (3) business days of the shadow day.
- Lost or stolen cards must be reported to the Program Coordinator immediately.
- Unused balances remain Program property. Cards must be returned when requested.

4. Misuse

I understand that misuse of a gas card — including unauthorized purchases, failure to return receipts, or transfer of the card to another person — will result in removal from the shadowing program, may require repayment of misused funds, and may affect my standing in the pre-apprenticeship program.

5. Acknowledgment

I have read and agree to the transportation and gas card terms above.

Trainee Name (print): _____

Trainee Signature: _____

Date: _____

Driver's License on File (Coordinator use): Y / N: _____

Parent/Guardian Name & Signature (required if trainee is under 18): _____

Program Coordinator Signature / Date Received: _____

