

VEHICLE REQUEST FORM

A VEHICLE REQUEST FORM MUST BE FILLED OUT FOR EACH VAN AND DRIVER

Request for use of a College vehicle should be made as early as possible—no less than 1 week in advance. You will be notified promptly after this request is processed to confirm/deny your request based on availability. If you need vans departing when the Facilities Office is closed, special arrangements for pick-up of the vehicle book will be made. Please notify the Facilities Office when canceling a van so it can be made available for someone else.

DRIVER: _____ DATE OF REQUEST: _____

ACCT# _____ DEPARTMENT: _____

OF PASSENGERS: _____ (*Names of ALL passengers must be listed on back of this form*)

PURPOSE OF TRIP: _____

ESTIMATED TRIP MILEAGE _____

DEPART DATE: _____ TIME: _____

RETURN DATE: _____ TIME: _____

PERSON MAKING REQUEST: _____ PHONE: _____

DEPT HEAD SIGNATURE/APPROVAL: _____

DESTINATION: _____

BEGINNING MILEAGE _____ ENDING MILEAGE _____ MILES DRIVEN _____

INSTRUCTIONS FOR USE OF COLLEGE VEHICLES

1. IT IS IMPERATIVE THAT THE VEHICLE BE RETURNED AT THE TIME STATED ABOVE.
2. If a Risk Management Plan is required for this trip, a copy should be left with the Campus Safety Office. In addition, you are to **legibly print an accurate list of all passengers on the back of this Van Request Form and leave it with Campus Safety before leaving campus** so we know who is with you in case of an Emergency.
3. Vehicles are expected to be returned to Facilities in the same condition in which they were released. If cleaning or repairs beyond normal wear and tear is needed, a charge will be assessed against your department. **ANY NOTICABLE VEHICLE DAMAGE MUST BE REPORTED BEFORE DEPARTING OR YOU WILL BE HELD RESPONSIBLE**
4. Registration, insurance cards, accident reports and emergency phone numbers are in the vehicle book.
5. The Vehicle Clipboard, with mileage recorded on the Trip Sheet, is to be returned to the “key drop” located in the back door of the Facilities Office.

<u>THIS SECTION TO BE FILLED OUT BY FACILITIES DEPARTMENT</u>	
_____VEHICLE REQUEST SCHEDULED	Pick up Vehicle Book at Facilities Office at scheduled departure time.
_____VEHICLE REQUEST DENIED	Reason _____
Request processed by _____	Date _____

Names of Passengers

1. DRIVER _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Additional considerations, notes, etc.: