

**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 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEPART DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TIME:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RETURN DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TIME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BEGINNING MILEAGE**\_\_\_\_\_\_\_\_\_\_ **ENDING MILEAGE**\_\_\_\_\_\_\_\_\_\_ **MILES DRIVEN**\_\_\_\_\_\_\_\_\_

**PERSON MAKING REQUEST:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PHONE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEPT HEAD SIGNATURE/APPROVAL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DESTINATION**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **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.
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.
4. Registration, insurance cards, accident reports and emergency phone numbers are in the vehicle book.
5. The Vehicle Book, with mileage recorded on the Trip Sheet, is to be returned to the Facilities Office. After hours, it should be put in the “key drop” located in the back door of the Facilities Office.

***THIS SECTION TO BE FILLED OUT BY FACILITIES DEPARTMENT***

\_\_\_\_\_\_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.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_