



**VEHICLE REQUEST**

• MUST BE RECEIVED 2 WEEKS BEFORE DATE OF DEPARTURE •

1. Date \_\_\_\_\_ Requestor: \_\_\_\_\_  
Area/Dept: \_\_\_\_\_ Ext: \_\_\_\_\_

2. Date of Departure: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Key Pick-up Date: \_\_\_\_\_  
**Number of trips to and from destination (Include these miles in section 4)\*:** \_\_\_\_\_  
Date of Return: \_\_\_\_\_ Return Time: \_\_\_\_\_ Key Return Date/Time: \_\_\_\_\_

3. Primary Driver: \_\_\_\_\_ (DMV Verified)  Y  N (Van Verified)  Y  N

**(If more than one vehicle is requested, a 2nd, 3rd and/or 4th driver will be necessary)**

2nd Driver: \_\_\_\_\_ (DMV Verified)  Y  N (Van Verified)  Y  N

3rd Driver: \_\_\_\_\_ (DMV Verified)  Y  N (Van Verified)  Y  N

4th Driver: \_\_\_\_\_ (DMV Verified)  Y  N (Van Verified)  Y  N

4. Team/Group: \_\_\_\_\_ Destination: \_\_\_\_\_ City: \_\_\_\_\_

Miles One Way: \_\_\_\_\_ Estimated Miles Used During Trip: \_\_\_\_\_ \*Total Estimated Miles For Trip: \_\_\_\_\_

Number of Passengers: \_\_\_\_\_ Purpose for vehicle usage (circle one): Athletics Field-Trip Meeting Other: \_\_\_\_\_

Gas Card Requested:  Y  N **(If gas card is requested, each requested vehicle will be issued a gas card. Please follow the instructions on the gas card envelope.)**

We have 4 vehicles that hold 8 people, and 2 vehicles that hold 10. Vehicles will be issued according to need.

• REQUESTOR MUST READ AND SIGN BELOW BEFORE A VEHICLE WILL BE ISSUED •

- ◆ **Vehicle Request Forms must be completely filled out and submitted via email, hand delivered to Operations, or sent via InterCampusMail to Operations.** We will not take vehicle requests over the phone or informal requests via email.
- ◆ When filling out the Vehicle Request Form, please have the departure date and time properly filled in. If a vehicle has not been picked up one hour after the assigned time for departure, it may be assigned to someone else.
- ◆ Vehicle keys and gas cards (if needed) are only available for pickup Monday-Friday from 8:30am-4:00pm. For weekend reservations, please make arrangements no later than Friday at 4:00pm.
- ◆ When using a gasoline credit card, on every gas receipt, CLEARLY and LEGIBLY print your vehicle number, department, first and last name, and the miles indicated on the vehicle's odometer at the time of fill-up.
- ◆ **When the vehicles are returned, they need to be cleaned of any trash from the trip.**
- ◆ All vehicle keys, gas cards, and gas card receipts **MUST** be turned in upon vehicle return.
- ◆ If a vehicle is required to be turned over to FM for service, you will be notified as soon as possible so other arrangements can be made.
- ◆ The **Pre-Trip Inspection Form** and **Post-Trip Inspection Form** must be completed during your use of the vehicle. If either form is returned to Operations incomplete, they will be returned to you so they can be completed correctly and thoroughly.
- ◆ **VEHICLE REQUESTS ARE NOT APPROVED UNTIL YOU RECEIVE AN EMAIL FROM OPERATIONS CONFIRMING YOUR VEHICLE RESERVATION.**
- ◆ Any Vehicle Requests over 200 miles need to be approved by VPA (Signature for VPA approval is on the back of the printed form.)

Requestor's Signature: \_\_\_\_\_ Dean's Signature: \_\_\_\_\_

**Any requests over 200 miles to be approved by the VPA:**

Approved:  Denied:  Reason: \_\_\_\_\_

VPA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**• FOR COLLEGE OPERATIONS OFFICE USE ONLY •**

Date/Time Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Mileage Ok'd: \_\_\_\_\_

Approved:  Denied:  Reason: \_\_\_\_\_

Vehicles Reserved: \_\_\_\_\_ Driver's verified: Y  N

Operation's Signature: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_