

Fleet Vehicle Request

Name* _____ Date _____ Account # _____

Van Sedan Destination _____ State _____

No. of Passengers _____ Purpose of Travel _____

Departure ____/____/____ _____ AM PM
Date Time
Return ____/____/____ _____ AM PM
Date Time

Use of a university owned vehicle is with the understanding that it will be driven only by a university employee having a valid driver license, which is on file in the LENS program (see #7 on the reverse side of this form). It will be used ONLY for official college business.

Your signature indicates that you have read and understand the instructions on the back of this form.

Driver's Signature

____/____/____
Date

Supervisor or Club Advisor Approval

____/____/____
Date

PART II - AUTHORIZATION FOR OUT OF STATE TRAVEL

President or Designee Approval

Date

PART III - MUST BE COMPLETED BY DRIVER

Date Out ____/____/____ Time ____ AM PM
Date In ____/____/____ Time ____ AM PM

Odometer Readings: Starting _____ Ending _____

Was Credit Card Used? Yes No (If yes, receipts must be enclosed in vehicle packet)

Mechanical Defects Noted _____

FACILITIES USE ONLY

Vehicle Scheduled

Vehicle Unavailable

Response Date ____/____/____

Vehicle License Number Assigned _____

INSTRUCTIONS

Fleet vehicles will be scheduled by Facilities on a first come first serve basis only upon receipt of a **completed** Fleet Vehicle Request Form. This request should be submitted in writing no later than five (5) business days before departure. Telephone requests to see if a vehicle is available will temporarily reserve the vehicle, but paper work **must** be completed and received by Facilities within a 48 hour period or reservation will be cancelled.

1. Complete the Vehicle Request Form as follows:
(Failure to fill out any part may deny you the use of a state vehicle in the future)
 - **Part I** must be completed for **ALL** requests for fleet vehicles and must be approved by the appropriate Dean, Director or Club Advisor.
 - **Part II** must be completed for out of state travel. Approval by the President or designee is required.
 - **Part III** is to be completed by the driver when returning the vehicle.
2. Upon receiving the completed request, Facilities will schedule a vehicle and provide verification as to whether a vehicle is available and the license plate is assigned.
3. A vehicle packet containing the keys, registration, and gasoline card will be available to the driver at the Facilities office from 6:30 a.m. - 4:00 p.m. M-F. Outside of these hours, the vehicle packets are available through University Police. You may call University Police 315-792-7222.
4. Please complete Part III of the Vehicle Request Form indicating departure and return dates and time, beginning and ending odometer readings and any mechanical defects noted. All copies of gasoline credit card transactions must be returned with the packet.
5. Please refer to the instructions included in the vehicle packet regarding roadside assistance and accident reporting.
6. Upon return, bring the packet with the completed form and receipts to the Facilities office or deposit it in the mail drop in the entry vestibule of the Service Building.
7. To avoid personal charges, **smoking is prohibited in the vehicles and all trash and foreign objects must be removed from the vehicles.** A waste receptacle is located adjacent to the parking lot, across from the Facilities entrance door.
8. Drivers **must** return the vehicle at the time indicated. If you have an emergency and the vehicle cannot be returned on time, you **must** call facilities as soon as possible.
9. * Your drivers license ID will be entered into a statewide License Event Notification Service (LENS). Your VP, Dean, or Director has the LENS application (Bulletin 08-2).