

EMPLOYEE REQUEST FORM FOR USE OF STATE VEHICLE

TO REQUEST A VEHICLE:

- 1) You may email (preferred) or fax request forms to Public Safety. All reservations are considered tentative until requestor has been notified of availability, usually by email. No vehicles will be released without a signed request form.
- 2) Complete "Vehicle Request" section - list authorized drivers only - only one form per vehicle trip. Please send email request for changes or to cancel reservations
- 3) Read policy and obtain all necessary signatures.
- 4) Forward or fax completed form to Public Safety.

NOTE: Only employees who have had their driving records cleared through MVA (Forms available at Public Safety Office) are authorized to drive State Vehicles and may be listed as drivers below.

VEHICLE REQUEST INFORMATION:

Name of Employee Requesting Vehicle (Primary Driver): _____

Organization: _____ Campus Phone: _____

Secondary Drivers (if Applicable): 1. _____

2. _____

3. _____

Destination and Purpose of Travel: _____

Type of Vehicle Requested: () Standard Sedan () 7-Passenger Minivan

() 12-Passenger Van () Other: _____

Pickup Day: _____ Date: _____ Time: _____

Alternate date and time: _____

Return Day: _____ Date: _____ Time: _____

Estimated Total Mileage: _____

Number and names (if available) of Passengers:

POLICY/SIGNATURE OF AUTHORIZED EMPLOYEE DRIVER(S):

By signing, I certify that the State-owned vehicle provided for this travel will be used only for the purpose described above. I will be responsible for this vehicle and its use and will comply with the "General Rules for Employee Drivers of State Vehicles" (reverse). I understand that I will be held financially responsible for the assigned vehicle in cases of misuse and/or gross negligence.

Employee Signatures:

Primary Driver: _____ Date: _____

Secondary Drivers: 1. _____ Date: _____

2. _____ Date: _____

Approval of Budget Manager:

Signature: _____ Date: _____