

STUDENT REQUEST FOR USE OF STATE VEHICLE

DESIGNATION OF VOLUNTEER STATUS

TO REQUEST A VEHICLE:

- 1) All reservations are considered tentative until the completed Request Form is received by The Office of Public safety.
- 2) Complete "Vehicle Request" section - list authorized drivers only - only one form per vehicle trip. No vehicles will be released without a signed request form.
- 3) Read procedures and obtain all necessary signatures. For overnight use the dean of the college or designee must approve the request.
- 4) Fax or hand carry completed form to Student Activities for approval. Student activities will forward to public safety (fax-4438) for processing and notify you by email to confirm reservation.

NOTE: Only students 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 Student Requesting Vehicle (Primary Driver): _____

Organization: _____ Campus Phone: _____

Secondary Drivers (if Applicable): 1. _____
2. _____
3. _____

Destination and Purpose of Travel: _____

Type of Vehicle Requested: () Standard 5-Passenger Sedan () 7-Passenger Minivan
() 12-Passenger Van () Other: _____

Pickup Day: _____ Date: _____ Time: _____

Return Day: _____ Date: _____ Time: _____

Estimated Total Mileage: _____

Total number of travelers and names (if available) must be provided at least 24 hours prior to travel date: _____

POLICY/SIGNATURE OF AUTHORIZED STUDENT/VOLUNTEER 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 Student/Volunteer 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.

Student Drivers:

Primary Driver: _____ Date: _____

Secondary Drivers: 1. _____ Date: _____

2. _____ Date: _____

Approval of Budget Manager:

Signature: _____ Date: _____

GENERAL RULES FOR STUDENT/VOLUNTEER DRIVERS OF STATE VEHICLES

State vehicles are to be used to conduct official State business. Whenever possible, trips should be planned to coincide with other authorized driver travel requirements so that vehicles are used efficiently and economically. Vehicles shall not be used for personal reasons, including to transport friends or members of the family (e.g., transporting children to and from school). Passengers in State automobiles are limited to persons being transported in connection with State business.

- There shall be no smoking or use of a wireless phone except in cases of emergency. A driver should only place or receive calls when the vehicle is not moving.
- Only drivers approved through Public Safety as authorized drivers may operate State vehicles.
- Only those drivers designated on the vehicle request form and whose signatures appear on the form may operate State vehicles.
- All drivers shall operate State vehicles in a manner that reflects concern for safety and courtesy toward the public.
- State vehicles shall be driven only by State officials, authorized employees, and designated volunteers
- State vehicles shall not be used to conduct personal business, to transport members of the family, e.g. transporting children to and from school, or for pleasure. Only those passengers listed on the request form may be passengers in the State vehicle.
- No person may drive or ride in the State motor vehicle unless properly restrained by the occupant restraint device. It shall be the primary driver's responsibility to ensure that the passengers use the available restraint devices.
- All traffic and parking laws are to be obeyed. Posted speed limits are not to be exceeded, nor is the vehicle to be operated above safe driving speeds for road conditions. All violation fines shall be the responsibility of the driver involved.
- Report all accidents to the Public Safety Office within 24 hours, even if there are no other vehicles involved, nor apparent injuries or damages. Notify Public Safety immediately in the case of serious bodily injury. Public Safety will notify the Dean of Students or designee.
- The driver of a State vehicle shall take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and take the keys, except in those instances when a commercial parking garage requires the keys be left with the vehicle.
- Operators of State vehicles are personally responsible for vehicles assigned to them. Should damage to a State vehicle result through misuse or gross negligence, the operator may be required to make restitution to the State.
- The driver must note destination and mileage on the form located in folder provided at time of pick-up.

- Under no circumstances will alcohol (open or closed containers) be allowed in a State vehicle.
- The condition of the vehicles should be recorded upon return. Individuals returning vehicles in an unsatisfactory condition may be denied further use of vehicles.
- Willful disregard of these rules is considered just cause for disciplinary action and denial of further usage.