

EMPLOYEE REQUEST FORM FOR USE OF STATE VEHICLE

TO REQUEST A VEHICLE:

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

- 1). Complete "Vehicle Request" Section. List authorized drivers only. Only one form per vehicle per trip.
- 2) Read policy and obtain all necessary signatures.
- 3) Request for vehicle must be made in advance of departure. In cases where a form cannot be submitted prior to departure, call the Physical Plant to request a vehicle.
- 4) Forward completed form to the Physical Plant.

VEHICLE REQUEST INFORMATION:

Name of Employee requesting vehicle: _____
Primary Driver

() Faculty
() Staff
() Student

Department: _____ Campus Phone Extension: _____

Secondary Drivers (if applicable): 1. _____
 2. _____

Destination and Purpose of Travel: _____

Type of Vehicle Requested: () 15-Passenger van () Standard 4-Passenger Car
 () 5 Passenger Mini-Van () Other _____

Pickup Day: _____ Date: _____ Time: _____

Return Day: _____ Date: _____ Time: _____

Estimate Total Miles: _____

Others Traveling in Vehicle (passengers): _____

POLICY/SIGNATURE OF AUTHORIZED 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 must comply with the "General Rules for Drivers of State Vehicles". I understand that I will be held financially responsible for this assigned vehicle in cases of misuse and/or gross negligence.

Employee Signature (Primary Driver): _____ Date: _____

Secondary Driver(s) Signature(s): 1. _____ Date: _____

2. _____ Date: _____

Approval of Budget Manager: _____ Date: _____

 Note: 1) Employees choosing to use a personal vehicle (for approved travel) when a State Vehicle is available will be reimbursed at half the current per mile rate.
 2) Personal vehicles used for approved travel are reimbursed at the full current per mile rate if no State Vehicle is available. This form (signed and dated by Maintenance) will be sent to the Business Office and attached to the pertaining Expense Report.

For Public Safety Use Only

Driving Record of Employee Drivers Verified by: _____ Date: _____

Date Posted to Schedule: _____ By: _____

State Vehicle Not Available: Date Requested: _____ Public Safety Signature: _____

Vice President for Business and Finance Authorization for Overnight Use: _____

GENERAL RULES FOR STUDENT/VOLUNTEER DRIVERS OF STATE VEHICLES

1. Only drivers approved through Public Safety as authorized drivers may operate State vehicles.
2. Vehicles may only be operated by those designated drivers on the vehicle request form.
3. All drivers shall operate State vehicles in a manner that reflects concern for safety and courtesy towards the public.
4. State vehicles shall be driven only by State officials, authorized employees, and designated volunteers.
5. 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 individuals listed on the request form may be passengers in the State vehicle.
6. No person may drive or ride in the front seat of a 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.
7. 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.
8. Report all accidents immediately to Public Safety and in turn they will notify the Dean of Students or Director of Student Activities.
9. 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.
10. 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.
11. Individual must fill out mileage and destination on MFCRMS-1 located in the orange folder in the vehicle.
12. Under no circumstances will alcohol (open or closed containers) be allowed in a State vehicle.
13. Maintenance will record the condition of the vehicles upon return. Individuals returning vehicles in an unsatisfactory condition may result in the denial of their further usage.
14. Willful disregard of these rules is considered just cause for disciplinary action and denial of future usage.