

EMPLOYEE REQUEST FORM FOR USE OF STATE VEHICLE

TO REQUEST A VEHICLE:

- 1) Complete "Vehicle Request" section - list authorized drivers only - only one form per vehicle trip.
- 2) All reservations are considered tentative until requestor has been notified of availability, usually by email. No vehicle will be released without a signed request form.
- 3) Read policy and obtain all necessary signatures.
- 4) Fax completed form to the Office of Physical Plant at x4913.

NOTE: *Only employees who have had their driving records cleared through MVA (through the 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 4-Passenger Sedan () 7-Passenger Minivan
() 12-Passenger Van () Other: _____

Pickup Day: _____ Date: _____ Time: _____

Return Day: _____ Date: _____ Time: _____

Estimated Total Mileage: _____

Number and names (if available) 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: _____

VP for Business and Finance Authorization for Overnight Use:

Signature: _____ Date: _____

GENERAL RULES FOR EMPLOYEE DRIVERS OF STATE VEHICLES

1. Only drivers approved through Public Safety as authorized drivers may operate State vehicles.
2. Only those drivers designated on the vehicle request form, and whose signatures appear on the form, may operate State vehicles.
3. All drivers shall operate State vehicles in a manner that reflects concern for safety and courtesy toward 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 passengers listed on the request form may be passengers in the State vehicle.
6. No person may drive or ride in 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 to the Public Safety Office within 24 hours, even if another vehicle is not involved or there are no apparent injuries or damages. Notify Public Safety immediately in the case of serious bodily injury.
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 form located in the blue 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 be denied further usage of vehicles.
14. Willful disregard of these rules is considered just cause for disciplinary action and denial of future usage.