

Fleet Vehicle Request

Name* _____ Date _____ Account # _____

*If student, signature of staff member in this vehicle or in another vehicle traveling with this vehicle _____

Van Sedan Destination _____ State _____

No. of Passengers _____ Purpose of Travel _____

Departure ____/____/____
Date Time AM
 PM

Return ____/____/____
Date Time AM
 PM

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 STUDENT DRIVERS (Both signatures are required prior to travel)

VP Student Affairs Approval

____/____/____
Date

Chief of University Police Approval

____/____/____
Date

PART III - AUTHORIZATION FOR OUT OF STATE TRAVEL

President or Designee Approval

Date

PART IV - 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 student drivers only. Please refer to Campus Memorandum - Bulletin 08-1 for specific information. Approval by **BOTH** the VP for Student Affairs and the Chief of University Police is required.
 - **Part III** must be completed for out of state travel. Approval by the President or designee is required.
 - **Part IV** 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 and NYS Thruway credit cards will be available to the driver at the Facilities office from 6:00 a.m. - 4:30 p.m. daily. Outside of these hours, the vehicle packets are available through University Police. You may call University Police using the emergency telephone in the entry vestibule of the Service Building. When student drivers have been authorized, vehicles will be assigned to the college staff member. Vehicles will not be released to students unless specifically authorized by Campus Memorandum - Bulletin 08-1.
4. Please complete Part IV 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).