

Trip Number _____ (Official Use Only)

Motor Pool Vehicle Rental Request

Requestor: _____ Email: _____ Ext: _____

Driver's Name _____ Faculty _____ Staff _____ Student _____

Number of Passengers _____ Faculty _____ Staff _____ Students _____ Other _____

Names of Passengers (You may fax a separate sheet if necessary) _____

Destination _____ City _____ State _____

(Trips over 300 miles round trip must get prior approval from Risk Management)

Pick Up Day & Time _____ Return Day & Time _____

Vehicle Requested Car _____ Golf Cart (4) _____ (6) _____ Minivan (7) _____ (8) _____ Maxi-Van (11) _____ (12) _____

Include the number of vehicles if you need more than one

HAULING OF EQUIPMENT, REFUSE, ANIMALS, ETC IN VANS IS PROHIBITED--FOR PASSENGER TRANSPORTATION USE ONLY

MVR Completed _____ Attended Driver Safety Training _____ *Available Vehicle Add-Ons* EZ-Pass _____

Department _____ Dept. Budget Code _____

Educational Objective or University Sponsored Event (Purpose of trip) _____

Driver Signature

Driver Name Printed

_____ Date _____

_____ Date _____

Signature

Print

Department Chair/Director or Authorized Designee Signature and Printed Name

_____ Date _____

_____ Date _____

Signature

Print

Department Chair, Directors and authorized designees are responsible for ensuring that all drivers meet the qualifications established by the Commonwealth for operating State owned vehicles. Departments will be required to pay a \$1,000 deductible (or the total repair cost if less than the deductible) towards the cost of repairing any accidental damage to the vehicles in their possession. State owned vehicles are for official University business use ONLY. Only the drivers listed above are permitted to operate the assigned vehicle (s).

***Students: must be at least 20 years of age, have possessed a valid driver's license for a minimum of 2 years. Employees (student wage employees) must be at least 18 years of age and have possessed a valid driver's license for a minimum of two years. You must be certified through Campus Police to drive the Maxi vans.**

****Passengers under the age of 18 are not permitted to ride in Maxi vans**