Approved	
Disapproved	

Request #	
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USE OF VEHICLE FORM

	Requested By:		Phone# _	Date:		
Approved Driver	Vehicle Requested	12 Passenger Van ☐ 7 Passenger	r Van	Car		
Trip Approved By	Date of Use: /	Time:a.m. / p.m. ToTim	ne:	a.m. / p.m.		
Trip Approved By	Approved Driver	Number of Passengers:				
Vehicle Assigned: Vehicle Mileage: Beginning of trip End of trip Pickup Check List	Destination:					
License plate # DRIVER USE	Trip Approved By			(Supervisor or Division Dean)		
Vehicle Assigned: License plate #	Vice President Approva	1				
Vehicle Mileage: Beginning of tripEnd of trip Pickup Check List Yes No	OFFICE USE					
Pickup Check List Yes No Vehicle Clean? Vehicle damage noted? (broken mirror, door handles, etc.) If problem explain: Yes No Return Check off list If YES to any item, please explain under Drivers Comments Yes No Yes No Yes No Yes No Gas tank full? Roster of passengers To U.P.? Yes No Yes No Garbage pickup? Service preformed (oil, etc)?			License	plate #		
Pickup Check List Yes No Vehicle Clean? Vehicle damage noted? (broken mirror, door handles, etc.) If problem explain: Yes No Return Check off list If YES to any item, please explain under Drivers Comments Yes No Yes No Yes No Yes No Gas tank full? Roster of passengers To U.P.? Yes No Yes No Garbage pickup? Service preformed (oil, etc)?	Vehicle Mileage: B	eginning of trip	End of trip	p		
Return Check off list □ Garbage pickup? □ New Damage reported? If YES to any item, please explain under Drivers Comments □ Gas tank full? □ Maintenance needed (fill out below the properties) We W Damage reported? □ Maintenance needed (fill out below the properties) We W Damage reported? □ Service preformed (oil, etc)?		Yes No ☐ Vehicle Clean? ☐ Vehicle damage noted? (broken mirror, door handles, etc.)	Yes No	s tank full?		
If YES to any item, please explain under Drivers Comments □ Gas tank full? □ Maintenance needed (fill out below the property of the property						
	If YES to any item, please explain under	☐ Gas tank full?☐ Key returned & Doors locked?	☐ ☐ Ma☐ ☐ Sen	nintenance needed (fill out below)? rvice preformed (oil, etc)?		
Drivers Comments	Drivers Comments					

Unreported damage, garbage left in vehicle, keys and/or fuel card not returned and any unauthorized drivers will result in restriction of future vehicle use.

Return this form to University Police office, With Vehicle Keys.

Pick up & Return Keys Between 7:00 am and 7:00 pm Monday-Friday

DO NOT USE CAMPUS MAIL TO RETURN KEYS