

Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_

Request # \_\_\_\_\_



## USE OF VEHICLE FORM

Requested By: \_\_\_\_\_ Phone# \_\_\_\_\_ Date: \_\_\_\_\_

Vehicle Requested ☐ 12 Passenger Van ☐ 7 Passenger Van ☐ Car

Date of Use: \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_ a.m. / p.m. To: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. / p.m.

Approved Driver \_\_\_\_\_ Number of Passengers: \_\_\_\_\_

Destination: \_\_\_\_\_

Trip Approved By \_\_\_\_\_ (Supervisor or Division Dean)

Vice President Approval \_\_\_\_\_

### OFFICE USE

Vehicle Assigned: \_\_\_\_\_ License plate # \_\_\_\_\_

### DRIVER USE

Vehicle Mileage: Beginning of trip \_\_\_\_\_ End of trip \_\_\_\_\_

### Pickup Check List

Yes No

☐ ☐ Vehicle Clean?

☐ ☐ Vehicle damage noted?

(broken mirror, door handles, etc.)

If problem explain: \_\_\_\_\_

Yes No

☐ ☐ Gas tank full?

☐ ☐ Roster of passengers To U.P.?

### Return Check off list

If YES to any item, please  
explain under  
Drivers Comments

Yes No

☐ ☐ Garbage pickup?

☐ ☐ Gas tank full?

☐ ☐ Key returned & Doors locked?

☐ ☐ Vehicle use form returned?

Yes No

☐ ☐ New Damage reported?

☐ ☐ Maintenance needed (fill out below)?

☐ ☐ Service preformed (oil, etc)?

☐ ☐ Fuel card returned?

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***