

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