

AUTHORIZATION/CERTIFICATION FOR USE OF COLLEGE FLEET VEHICLES

Driver(s) *

Destination And Date

Budget Number

Department

Department Phone Number

Department Fax Number

I certify that the above named driver(s) meet the requirements of the Procedure Manual which states that "Use of College-owned vehicles (or vehicles leased for use by the College) is limited to full and part-time faculty and staff". Because of liability insurance requirements, students are not allowed to drive College vehicles or vehicles leased for use by the College unless they are employed by the College and their official duties require them to drive.

Cancellation of a reservation for a vehicle must be received within 24 hours of the stated time of pickup or a penalty charge of \$20 or the van rental fee may be assessed to the department.

All vehicles must be returned with a FULL TANK OF GAS.

All vehicle packets must be picked up **Monday – Friday, 8:30 a.m. – 4:00 p.m.** The only exception will be for vans that are rented and may not be delivered until the day they are needed.

YOU MUST BRING THIS FORM TO THE CAMPUS POLICE OFFICE AT TIME OF VEHICLE CHECK-OUT!!

Department Head Signature

*Includes primary and ALL relief drivers.