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 500 miles one way must get prior approval from Risk Management)

Pick Up Day & Time: _______________ Return Day & Time: _______________


*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

*Available Vehicle Add-Ons*: GPS: _______ EZ-Pass: _______ Luggage Turtle: _______

(Luggage turtles are only available for mini & maxi vans)

Department: ___________________________ Dept. Budget Code: ___________________________

Educational Objective or University Sponsored Event (Purpose of trip): ___________________________

_____________________________________________________________________________________________________________________________

Driver Signature: ___________________________ Date: _______________ Driver Name Printed: ___________________________ Date: _______________

Signature: ___________________________ Print: ___________________________

Department Chair/Director or Authorized Designee Signature and Printed Name: ___________________________ Date: _______________ Signature: ___________________________ Date: _______________

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).

*Drivers must be of at least 18 years of age to drive Minivans & Sedans; 20 or older & 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