



Vehicle Checkout

Department _____

Date of request _____

Period of travel: Beginning _____

Ending _____

Purpose _____

All driver(s) must have a current valid Driver's License. All vehicles must be returned with a full tank of gas and be free of trash or debris. Failure to do so will result in fees of \$30.00 per hour. Requestor responsible for cleaning fees as well as gas costs.

Driver(s) will not use the vehicle to (a) carry passengers other than those listed; (b) allow any other drivers other than those listed to operate vehicle; (c) operate vehicle in violation of any laws; (d) driver(s) are responsible for all associated tickets, fines or fees. Any violations will result in corrective action. If employee is driving reckless and a collision occurs, they will be subject to corrective action and subject to subrogation (responsible for damages and the deductible) from our insurance company.

Requestor must provide list of passengers including phone number for each passenger along with emergency contact information for each passenger. Attach passenger information to checkout request form. Passenger information must be current day of checkout.

Model:
Year:
Make:
Date Checked Out:
Time Checked Out:
Mileage Out:
Vehicle full of gas: Y/N
Vehicle Clean: Y/N

****By signing this form I verify the vehicle has a full tank of gas and is clean when I check it out.**

Signature of Requestor: _____ Date: _____

Signature of Campus Safety Officer: _____ Date: _____