VEHICLE POOL REQUEST FORM

REQUEST • CANCELLATION • TRIP TICKET

TO SUBMIT: FAX (**781-4325**) OR MAIL THIS FORM TO **ERICA CONNOR** (CONFERENCES & EVENTS).

Note: Vehicles are scheduled on first come, first serve basis. Please plan ahead when reserving vehicles.

CHARGES:

- If the total round trip mileage is LESS than 100 miles: the rates for vehicle use are $15/half day (4 hours or less) or $30/full day (over 4 hours)
- If the total round trip mileage is MORE than 100 miles: a rate of $.30 per mile will be charged. This will be in lieu of the half day or full day charge.

- Cleaning Charge: If a vehicle is returned with dirty interior, a $15 cleaning charge will be charged to the department or organization.
- Fueling Charge: All vehicles are to be returned full of gasoline. Failure to comply will result in a $50 change to your department.
- Your department will be charged for any damage to the vehicles, up to a $1,000 deductible. Vehicles are checked between all trips and any damage found will be noted. It is your responsibility to check the vehicle before leaving campus and to inform the Conferences and Events Department of any damage not listed before you use the vehicle.

PLEASE COMPLETE THIS FORM AND RETURN TO THE BUILDINGS AND GROUNDS DEPARTMENT

PLEASE CHECK ONE: NEW Request_____ Cancellation_____ Change_____

If changed, please provide a new request form

NUMBER OF VEHICLES NEEDED FOR EVENT (mark a # amount for all that apply):

#_____MINI VAN (7 person) **#_____VAN (12 person)**

ONE TIME (DAILY) USE: **Leave Date ____/____/____** **Return Date ____/____/____**

Leave Time: _____ am or pm **Return Time: _____ am or pm**

WEEKLY (LONG TERM) USE: **Day of the Week: _____** **Start Date ____/____/____** **End Date ____/____/____**

Leave Time: _____ am or pm **Return Time: _____ am or pm**

Destination/Event Name:_____ How many passengers are you expecting? _____

Will you need extra space for equipment or baggage? Yes_____ No_____
Please note that the vans do not have a lot of storage area behind the back seats, but can usually hold smaller items (i.e. backpacks, etc.) under the passenger seats. Please keep this in mind when scheduling the proper size of vehicle.

Will you need a 12-person van with a trailer hitch? Yes_____ No_____

Full Name(s) of Driver(s) _____

Name of regular staff or faculty member accompanying this trip (if different than driver)_____

Department to be charged_____ **Account Number**_____

Person Requesting Vehicle_____ **Phone #**_____

Confirmation needed? Y____ N____ Via Fax #_____ or Email_____

Department/Student Organization Approval SIGNATURE_____
Date____/____/____ *Dept. Chair/Director or Student Organization Advisor*

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FOR CONFERENCES & EVENTS USE ONLY:

Date Received_____ **Time Received**_____ **Vehicle Reserved:** Y_____ N_____

Confirmed by: _____

Vehicle Not Available due to: Availability_____ Lack of approved driver_____ Other _____

Updated: 9/1/2006