

MILLERSVILLE UNIVERSITY
 Millersville, Pennsylvania 17551

REQUEST FOR USE OF STATE VEHICLE	Date Prepared:
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INSTRUCTIONS:

- Operator:** Complete Part I, Items 1-7, obtain approval signatures (Part II), and submit to Dispatcher at least 48 hours before departure time. If vehicle is needed in less than 48 hours, Operator must assume responsibility for servicing. Upon return, complete Item 8.
- Dispatcher:** Complete Part III, Items 9-10 before releasing vehicle, Items 11-13 upon return.

PART I – COMPLETED BY OPERATOR - (SEE REVERSE OF THIS FORM)

1. Date and Time of Departure	2. Vehicle License # or Confirmation #	5. Charge: Dept. Name: _____ Fund or Org. # _____ Program Code (optional) _____
3. Date and Time of Return	4. Destination and Estimated Total Mileage	

6. Operator's Name(s), Operator's License #, and Expiration Date (List anyone who will be driving the vehicle)		
<u>Name</u>	<u>Operator's License #</u>	<u>Expiration Date</u>
a. _____		
b. _____		
c. _____		

7. Passenger's Names (If any of the passengers will be driving the vehicle, each one must provide information in #6 above and sign as an operator.)	8. Show purchase of gas, oil, repairs, and other services. Note any mechanical or operating defects.
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I certify that the vehicle will be used only for official Millersville University business, that I have a valid driver's license to operate a University vehicle, that I am familiar with the rules and regulations governing the use of University cars. (See Reverse Side)	Operator's Signature X _____
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PART II – APPROVALS

Department / Division Director	Dispatcher/Coordinator
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Dispatcher is Authorized to Service Vehicle for Trip Specified above if Part II is Complete

PART III – COMPLETED BY DISPATCHER OR OPERATOR

9. Odometer In	10. Date and Time Out	11. Date and Time in
12. Odometer Out	13. Total Mileage	

This form replaces all other versions of this form.

SUMMARY FOR RULES FOR OPERATING STATE-OWNED VEHICLES

1. Drivers **must** be either **University employees** or **student in compensatory status** (student employee.)
2. All drivers must present their operator's license when picking up a vehicle. A vehicle will not be released without presenting a valid license.
3. All drivers should check the vehicle to make sure that the credit card, insurance card, owner's card, and accident report form are in vehicle.
4. The operator is responsible for the vehicle until it is returned to vehicle storage compound at Palmer Service Building.
5. Private vehicles **may not** be stored in the vehicle storage compound at the Palmer Service Building.
6. The credit card in the vehicle is to be used only for the assigned vehicle. The credit card may need to be run through manually. Purchases of gasoline and oil, or other materials and supplies related to the vehicle only, or service should be recorded in Item#8 on the front of this form. All credit card receipts should be returned with the vehicle. The credit card is not to be used for any other incidental purchases.

PLEASE USE ONLY REGULAR GASOLINE – NOT SUPER OR PLUS.

7. Note any mechanical or operating defects in Item#8 on the front of this form.
8. The operator is responsible for entering the mileage and destination data on the front of this form upon departure and return.
9. Accident forms are in the vehicle and must be completed by the operator as soon as possible. Key tags contain information on reporting an accident, a repair, or a disabled vehicle.
10. All accidents involving a University vehicle are to be reported to the police.
11. All drivers are responsible for any violations of the motor vehicle code while driving a University vehicle.
12. Seat belts must be worn at all times.
13. **AFTER HOURS RETURN**, record mileage, deposit key in key drop, leave paper in vehicle.

Please call Extension 3275 or 3282 if you have questions. Thanks!