

# VEHICLE AUTHORIZATION FORM FOR CARPOOL VEHICLES (FOR CARPOOL SCHEDULING, CALL VEHICLE MAINTENANCE GARAGE – EXT. 4786)

PLEASE SEND TWO COPIES OF THIS COMPLETED FORM TO CARPOOL DEPARTMENT AT THE PHYSICAL PLANT

(Please Type or Print) Specify to whom confirmation copy of Vehicle Authorization is to be sent

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Department: \_\_\_\_\_

Please Circle One:            CAR                            8-PASSENGER VAN                            15 PASSENGER VAN

Pick Up Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Pick Up Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Person Making Trip: \_\_\_\_\_

(Signature)

(Please Print)

By signing, you state you have read and understand the "Policy for Use of Carpool Vehicles"

Authorized Signature of Unit: \_\_\_\_\_

Charge To: Unit Name \_\_\_\_\_ Fund/Unit Number \_\_\_\_\_ - \_\_\_\_\_

**VEHICLE AUTHORIZATIONS:** Vehicle Authorization Forms must be received well in advance in order for scheduling to be completed. Use of a private car cannot be approved after trip has been made. Priority for use of vehicles will be in the order in which the authorization is received in the Vehicle Maintenance Garage.

**CHARGES:** Mileage charges are in accordance with current travel reimbursement rates with a 50-MILE DAILY MINIMUM. Daily charge period is from midnight to midnight or any portion thereof. The Department will be charged for any damages incurred while using the vehicles. An additional charge of \$10 will be made for excessive debris found in the vehicles.

**PICK UP AND RETURN OF VEHICLES:** Vehicles are to be picked up and returned to Vehicle Maintenance Garage. If you have scheduled a vehicle to be picked up after hours, contact the Boiler Room personnel at the Physical Plant to obtain the keys. Return vehicle to the designated parking area located on the southeast corner of the Physical Plant. Leave the keys to the vehicle in the garage or, if after hours, in the key slot in the Physical Plant lobby. VEHICLES SHOULD NOT BE SCHEDULED FOR PICK UP BEFORE THE TIME OF USE. An authorized driver may park his or her personal vehicle in the carpool parking lot while using a carpool vehicle.

**VISA PROCUREMENT CARDS:** VISA cards are issued to the driver with the vehicle's keys. Purchase self-service gasoline whenever possible. **ALL VISA CARD RECEIPTS MUST BE TURNED IN WHEN RETURNING THE VEHICLES.** Use of VISA cards for personal items or other department vehicles is prohibited. See POLICY FOR USE OF CARPOOL VEHICLES for full details on use of VISA cards.

**EMERGENCIES:** Minor repairs, including road service and tire repair, may be charged on the VISA card at participating service stations. Major repairs are not authorized without clearance from the Physical Plant Director of Custodial & General Services (620-235-4776) or the Carpool Supervisor (620-235-4786). If such clearance is not obtained, the individual may be liable for the costs of such repairs.

**RESTRICTIONS:** Drivers must be Pittsburg State University employees and have a valid driver's license. Only those individuals on official University business may travel in a carpool vehicle. The operators of carpool vehicles are encouraged to ensure that the number of occupants does not exceed the number of seatbelts in a vehicle. Operators are also encouraged to require that each occupant use a seatbelt while a vehicle is in operation. All carpool vehicles are tobacco-free.

HAVE A SAFE TRIP AND ENJOY DRIVING PSU CARPOOL VEHICLES

TRIP CONFIRMED \_\_\_\_\_ NO CAR AVAILABLE \_\_\_\_\_

WANDA ENDICOTT, DIRECTOR OF CUSTODIAL & GENERAL SERVICES