

VEHICLE AUTHORIZATION FORM FOR CARPOOL VEHICLES

(FOR CARPOOL SCHEDULING, CALL VEHICLE MAINTENANCE GARAGE – EXT. 4786)

PLEASE EMAIL COMPLETED COPIES OF THIS FORM TO KENNY EDWARDS AT kedwards@pittstate.edu

Specify to whom confirmation copy of Vehicle Authorization is to be sent:

Date: _____ Name: _____ Department: _____

Please Circle One: **CAR** **8-PASSENGER VAN** **12 PASSENGER VAN** **U.P.M.**

VAN TRAINING CERTIFICATE OF COMPLETION MUST BE ATTACHED FOR ALL VAN & UPM REQUESTS

Pick Up Date: _____ Return Date: _____

Pick Up Time: _____ Return Time: _____

Destination: _____

Purpose of Trip: _____

Person Driving Vehicle: _____

(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 _____ GL String _____

VEHICLE AUTHORIZATIONS: Vehicle Authorization Forms must be received well in advance of trip for scheduling to be completed. Use of a private car cannot be approved after a 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. The daily charge period is from midnight to midnight or any portion thereof. The Department will be charged for any damage 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 at Physical Plant building. 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.**

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 the 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 Director of Facility Operations (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 vehicles are equipped with a GPS monitoring system and are tobacco-free.

TRIP CONFIRMED _____ NO CAR AVAILABLE _____

TIM SENECAUT, DIRECTOR OF FACILITY OPERATIONS