

**REQUEST FOR USE OF UNIVERSITY VEHICLE**

DATE: \_\_\_\_\_ Has Driver's Safety Exam Been Completed? \_\_\_\_ Yes \_\_\_\_ No

**Please print.**

Driver's Name: \_\_\_\_\_ 901 #: \_\_\_\_\_

Faculty, Staff or Student\*: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Destination: \_\_\_\_\_ Proposed Route: \_\_\_\_\_

\_\_\_\_\_ Estimated Round Trip Mileage: \_\_\_\_\_

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

Departure Date & Hour: \_\_\_\_\_ Return Date & Hour: \_\_\_\_\_

Names of Additional Occupants of Vehicle (include SS# and classification, i.e. Faculty, Staff or Student):

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

Department to be charged: \_\_\_\_\_ Org #: \_\_\_\_\_ CUFS Fund: \_\_\_\_\_

Encumbrance #: \_\_\_\_\_ Encumbrance Date: \_\_\_\_\_ Encumbrance Amt.: \_\_\_\_\_

- \*1. Only students that are hired as a GA or RA will be allowed to drive State Vehicles. Faculty and/or staff members that are in the vehicle must assure that this policy is followed.
- 2. Travel plans should not require travel past the hour of 12 midnight. There must be a rest break, for the driver, every 2 hours.
- 3. Safety belts are to be worn at all times.
- 4. Posted speed limits are not to be violated. NOTE: Any speeding and/or other reckless citations received while operating a State Vehicle is the driver's responsibility.
- 5. Vehicles are to be driven on main, hard surfaced roadways only. They are not to be driven into rock pathways, in or across creek beds, dirt pathways, etc. When there conditions exist, the vehicle must be secured and left in a safe location at or near the main roadway.
- 6. The operator's department or division will be responsible for any and all repairs, towing charges, etc. as a result of negligent driving.
- 7. The use or possession of Alcohol Beverages, Illegal Drugs and Tobacco Products is strictly forbidden in State Vehicles.
- 8. In the event of breakdowns, a copy of the Rules & Regulations are in the vehicle glove compartment.
- 9. The operator shall be required to adhere to all State of WV Motor Vehicle Laws.
- 10. A minimum daily charge and a cancellation fee applies.
- 11. Vehicles will not be released without proper paper work on file.

I have read the above, listed Vehicle Operating Regulations and by accepting an assignment of a Marshall University Vehicle, for official state business, agree to abide by all regulations.

\_\_\_\_\_  
Signature of Driver & Date

\_\_\_\_\_  
Signature of Department Chairman or Division Head & Date

\_\_\_\_\_  
Signature of Director, Dean or Vice President & Date

**(SUBMIT ALL COPIES OF FORM TO OFFICE OF PUBLIC SAFETY TWO WEEKS PRIOR TO TRIP)**

**Form must be completed with all account numbers and authorized signatures prior to trip in order to be processed.**

**OFFICE USE ONLY:**

Approved for Vehicle # \_\_\_\_\_ None Available: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Mileage Out: \_\_\_\_\_

Mileage In: \_\_\_\_\_ Total Mileage: \_\_\_\_\_ Total Charges: \_\_\_\_\_