## **USCA VEHICLE RESERVATION REQUEST**

TODANIC DATE

		TODAT S	DATE	
REQUESTED BY		DEPARTMENT		
ACCOUNT TO CHARGE: DEPT	#	_ FUND #	CLASS #	
TYPE OF VEHICLE: CAR	VAN(15/PASS	) TRUC	K	
DEPARTURE DATE	TIME(Specify AM/PM,		E TIME	
DESTINATION (CITY/STATE)				
PURPOSE OF TRIP				
NAME OF DRIVER(S)		# PASSEN	GERS	
(Must have a valid MVR screening on file)	1		(Do not include driver)	
DRIVER'S STATUS: FACULTY (Student drivers must be accompanied by f club outings, etc.]).		STAFF er when transporting other	STUDENT er students [i.e. field trips, athletic ev	ents,
Do you wish to reserve a cellular ph	none? YES	NO		
DEPARTMENT HEA	AD			
(Signature denotes travel approval)				

## NOTICE TO ALL USCA VEHICLE USERS

- 1. ALL vehicle reservation requests must be approved and on file in the Operations Office prior to actual travel (2 weeks prior when possible).
- 2. Reservation times must be strictly adhered to as other trips re scheduled around times specified. Notify the Operations Office immediately if you have a cancellation...we have more customers than vehicles.
- 3. All vehicles must be returned to the USCA compound after use and not parked at a residence oversight. Return key packets, keys and credit cards to the Operations Office. Do NOT leave in vehicle. Use emergency phone at front door of Supply & Maintenance Center to call security for assistance at times other than normal working hours.
- 4. All drivers must submit a MVR Screening and cover sheet prior to use of a vehicle...NO EXCEPTIONS!
- 5. The diver assumes responsibility for return of vehicle in good condition. Water, oil and battery should be checked at gas refills. Vehicle should be cleaned of all debris, and personal belongings removed.
- 6. All purchases for vehicles should be made with the state credit card provided. Receipts should include price per gallon, # of gallons, total cost, etc.
- 7. NO alcoholic beverages allowed in vehicles.
- 8. Posted speed limits must be adhered to all times.
- 9. Seat belts must be worn at all times.
- 10. Headlights must be used in accordance with state laws.
- 11. NO SMOKING in vehicles.
- 12. Back vehicle with care. Use a flagman or circle vehicle prior to backing. (For more details, reference University policy LESA 4.07.)