

VAN #: \_\_\_\_\_

## **Fort Peck Community College**

### **VEHICLE REQUEST FORM (one form for each vehicle)**

Request for use of a College vehicle should be made as early as possible—no less than 1 week in advance. You will be notified promptly after this request is processed to confirm/deny your request based on availability. If you need vans departing when the Vehicle Use Office is closed, special arrangements for pick-up of the vehicle booked will be made. Please notify the Vehicle Use Supervisor when canceling a van so it can be made available for someone else.

Driver: \_\_\_\_\_ Date Of Request: \_\_\_\_\_

Department: \_\_\_\_\_ Grant# \_\_\_\_\_

Person Making Request: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Depart Date: \_\_\_\_\_ Time: \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

# Of Passengers: \_\_\_\_\_ (List Names Of Passengers On The Second Page)

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

Beginning Mileage: \_\_\_\_\_ Ending Mileage: \_\_\_\_\_ Miles Driven: \_\_\_\_\_

Dept Head Signature/Approval: \_\_\_\_\_ Date: \_\_\_\_\_

#### **INSTRUCTIONS FOR USE OF COLLEGE VEHICLES**

1. Request vehicle in timely manner
2. Complete all required paperwork
3. Provide trip itinerary prior to departure and legible list of passengers must be included on the back of this form so we know who to contact in case of emergency.
4. Pickup & return vehicle in the time stated (or contact Tom Brown, Vehicle Use Manager (406-768-6300) should there be a change)
5. Check to ensure registration and insurance cards are in the vehicle prior to departure
6. Any noticeable vehicle damage must be reported before departing or you will be held responsible.
7. If cleaning or repairs beyond normal wear and tear is needed, a charge will be assessed against your department.
8. Report all accidents upon return to Tom Brown
9. Return the vehicle clean and fueled
10. Smoking is not permitted in FPCC vehicles
11. Do not drink alcoholic beverages or use controlled substances (unless prescribed) while operating vehicles
12. Do not transport alcohol or illegal drugs in vehicles

**I have read and understand my responsibilities that pertain to the use of Fort Peck Community College vehicle(s) and agree to follow the directives as they are presented and that any infractions may affect future use of FPCC vehicles.**

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Names of Passengers

- |          |        |           |
|----------|--------|-----------|
| 1. _____ | Driver | 7. _____  |
| 2. _____ |        | 8. _____  |
| 3. _____ |        | 9. _____  |
| 4. _____ |        | 10. _____ |
| 5. _____ |        | 11. _____ |
| 6. _____ |        | 12. _____ |