

## ASWVC VEHICLE REQUEST FORM

PLEASE FILL OUT THIS FORM <u>COMPLETELY</u> INCOMPLETE FORMS CANNOT BE PROCESSED				Each van can transport 12 people (including the driver). Multiple vehicles may be requested, based on number of passengers.			
PERSON/ CLUB/GROUP SUBMITTING REQUEST						DATE	
BUDGET CODE				DESTINATION			
PHONE				EMAIL			
PERSONS DRIVING					PURPOSE OF TRIP		
***Must complete Van Safety Orientation before vans are scheduled							
DRIVERS LICENSE NUMBER(S)							
TRAVEL ITINERARY							
***An Authorized Prior Trip Form must be submitted prior to picking up vehicle keys							
DATE OF DEPARTURE				TIME OF DEPARTURE			
DATE OF RETURN				TIME OF RETURN			
COMMENTS/SPECIAL REQUESTS				CAMPUS LIFE OFFICE USE ONLY			
				VEHICLE(S) ASSIGNED			

Read the guidelines for ASWVC vehicle usage below and sign stating that you understand and agree to these guidelines

Vehicle keys are checked out from, and returned to the Student Recreation Center (SRC)

Mileage will be charged to the budget noted on this form.

- All drivers must:
- Submit the vehicle keys with the completed Fleet Card Log to the SRC immediately upon return
  - Report any mechanical problems and/or damage
  - Return the vehicles free of debris/garbage; and with a full tank of gas
  - Return the vehicles to the designated "Van Parking" spot-

*A \$25 fine will be charged for vehicles that are returned dirty, lacking complete Fleet Card Log info, or less than the stated fuel level*

*A \$25 fine will be charged for vehicle keys that are not submitted within 8 hours of return*

Van drivers must be employed in a professional position at WVC and have a valid Washington State Drivers License on file with the SRC

*Van drivers must complete a Van Safety Orientation before operating the vans.*

Signature \_\_\_\_\_