

# UNIVERSITY VEHICLE REQUEST FORM

*Note: There is no mileage charge for use of University vehicles by student life programs and recognized student organizations.*

**VEHICLES LOCATED AT MACON CAMPUS:** *(Submit completed form by clicking [Submit MAC](#) button at bottom of form.)*

*(Keys & gas card are to be picked up from and returned to the Office of the VP for Fiscal Affairs. Vehicle is to be picked up from & returned to the Administration Building Parking Lot.) Vehicle capacity noted includes driver.*

7 Passenger Van

8 Passenger Van

15 Passenger Van

5 Passenger Car

**VEHICLES LOCATED AT COCHRAN CAMPUS:** *(Submit completed form by clicking [Submit COC](#) button at bottom of form.)* *(Keys and gas card are to be picked up from the Plant Operations Building. Vehicle is to be picked up from & returned to the Plant Operations Parking Lot.) Vehicle capacity noted includes driver.*

15 Passenger Van

7 Passenger Van

32 Passenger Bus

*Note: A bus may only be reserved for groups that exceed the 15 passenger limit for vans. Driver must possess Commercial Drivers License (CDL).*

**Number of people expected to ride in the van/bus (include driver):**

**Employee requesting vehicle:**

Name:

.....Ph

Email:

**Employee who will drive the vehicle:**

*(Employee must be certified to drive state vehicle. For information on the certification process contact the MGA Office of Risk Management at (478) 471-2506.)*

**Student Organization/Office/Academic Course sponsoring the trip:**

**Purpose of trip:**

**Destination:**

**Departure (mm/dd/yy):**

**Time:**

**AM**

**PM**

**Return (mm/dd/yy):**

**Time:**

**AM**

**PM**

**EMPLOYEE RESPONSIBILITIES:**

1. Plant Operations provides regular maintenance on vehicles. However, employees operating the vehicles are expected to exercise due diligence related to any operational issues that may arise during a trip, i.e. oil levels, tires, lights, brakes, etc.
2. The vehicle should be left clean inside and locked when returned to campus. Also, any irregularities (speeding ticket, wreck, damage, etc) or problems (tire trouble, operational issues, etc) with the vehicle should be reported when the vehicle is returned to campus.
3. Only MGA faculty/staff/students are allowed to ride in the vehicle. Under no circumstances should passenger limit for vehicle be exceeded. If applicable, space needed for luggage should be considered when requesting a vehicle. All passengers must wear seat belts. The employee who submits the Vehicle Request Form is responsible for enforcement.
4. By submitting this request, the employee acknowledges his/her responsibility in submitting all required Student Travel Forms to the Office of Student Life on their respective campus prior to departure. Failure to do so may result in postponement or cancellation of the trip.

**SUBMIT TO MACON:**

**SUBMIT TO COCHRAN:**

**For Vehicle Use Administrators Only:**

*After verifying availability and/or reserving vehicle, form should be returned directly to sender.*

Vehicle available: \_\_\_Yes \_\_\_No    Reserved: \_\_\_Yes \_\_\_No    Verified By: \_\_\_\_\_    Date: \_\_\_\_\_

Vehicle Odometer Reading (if applicable): Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Comments: