

Center for Civic Engagement and Leadership

Vehicle Request/Approval Form

PLEASE NOTE: A two week minimum is required when requesting to use the CCEL Van.

Vehicle Information

of Passengers _____

Pickup Date: _____ Time: _____

Return Date: _____ Time: _____

Keys and paperwork must be picked up from Julie Johnson in the Center for Civic Engagement and Leadership Office located in Whitman Hall, Room 166. The date and time for pick up must be pre-arranged with Julie Johnson if and when this request is approved. The CCEL Van is parked in parking lot H and is identified on the door as the "Center for Civic Engagement and Leadership" Van. The van must be returned to parking lot H by the date and time listed above.

Driver and Passenger Information

Note: Only certified/approved drivers may drive University Vans. Authorization/certification is obtained through the Security & Safety Office.

Certified Driver's Name: _____

(Please print)

Organization/Department: _____ Phone# _____ Fax# _____

Department Head Approval: _____

(Please print)

Advisor: _____

(Please print) (Advisor to student driver for overnight trips.)

Type of Passengers (circle): Faculty Staff Students Administration Other: _____

Student Organization (Identify): _____

Travel Information

Purpose of travel: _____

Destination (Be Specific: Identify hotel, conference, meeting site, etc.): _____

Billing Information

Budget account number to be charged: _____

Ending Mileage at Time of Return _____

Starting Mileage at Time of Departure _____

Total Mileage of Trip _____ x \$.585/mile = \$ _____

The department budget will be charged at the rate of \$.585 per mile for the use.

Van Problems

Please explain any mechanical problems or deficiencies you encountered with this van: _____

*****THIS SECTION TO BE COMPLETED BY CENTER FOR CIVIC ENGAGEMENT AND LEADERSHIP STAFF ONLY*****

Approved/Scheduled By: _____ Date: _____

Responsibilities of the Driver of University Vehicles

Driver Identification – All drivers of University vehicles are required to present a valid driver's license and current SLU ID card to the CCEL office before the van key will be issued.

Mileage Verification – Drivers shall verify beginning and ending mileage(s) on the University request/approval form provided for each trip, a fine will be assessed if this is not completed.

No smoking in any University vehicle.

Operation, security and personal use of University Vehicles – Drivers shall use reasonable care in the operation and security of University vehicles while in his/her possession (the time the University vehicle is removed from the designated parking area (Lot H) until the time the University vehicle is returned). Under no circumstance may a University vehicle be driven for personal use.

Legal Responsibility of Drivers – All traffic laws in the locality in which the vehicle is driven shall be obeyed. The University is not responsible in any way for traffic or parking violations by drivers of University vehicles.

Passengers – Passengers in University vehicles shall be limited to employees and students of the University, others on University business, individuals engaged in courtesies by the University, and certain family members under appropriate policy.

Gas – The CCEL van must be returned with the gas tank at least ½ full. To add gas to the CCEL van, please drive to facilities operations and ask for assistance.

Cash Purchases – Cash purchases for the operation and maintenance of vehicles is discouraged. In such cases, receipts for cash expenditures are required by facilities operations before drivers are reimbursed.

Vehicle Failure – If a University vehicle fails to operate properly during business hours within the local campus area, the driver must immediately contact the facilities operations office at 315-229-5601, which will provide appropriate action. If the driver cannot remain with the University vehicle, he/she may place the keys in the glove box and lock the vehicle, and the vehicle will be picked up by facilities operations. If a University vehicle fails to operate properly outside the local campus area, the driver may contact a convenient garage for repairs. If the estimated cost of necessary repairs does not exceed \$50, the driver may authorize repairs. A receipt shall be provided to facilities operations office upon return. If the estimated cost of necessary repairs exceeds \$50, the driver must contact facilities operations at 315-229-5601 for instructions and/or authorization. If failure occurs after office hours or on weekends, the driver should contact the security & safety office at 315-229-5555 so that a facilities operations representative can be contacted. The driver must also contact or leave a message for Julie Johnson at the CCEL office at 315-229-5095 with the location of the vehicle and the action facilities has taken to pick up or repair the vehicle.

Return of vehicles – All University vehicles must be returned to the designated parking area (Lot H) upon request/approval return time, unless permission is granted to park the vehicle elsewhere at a pre-arranged date/time/location. Drivers should note problems or comments regarding the University vehicle on the trip request/approval form. Please lock the University vehicle upon return to campus. If more time is needed to return the vehicle due to emergency situations, please contact Julie Johnson at the CCEL office at 315-229-5095.

Accident/Damage Report – The driver is required by law to report any accidents or damage to his/her assigned vehicle. In the case of an accident, a police report is required. For more information on this subject, contact campus support at 315-229-5907. The driver must also contact or leave a message for Julie Johnson at the CCEL office at 315-229-5095 with the accident/damage information.