

# East Central University

## Vehicle Request Form

Request can be made **only** by Full-Time Faculty or Staff

Date of this Request: \_\_\_\_\_

Request Made By: \_\_\_\_\_ Department to be Charged: \_\_\_\_\_

Your Extension #: \_\_\_\_\_ Group or Organization: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Vehicle Pick-up/Departure Time: \_\_\_\_\_ AM PM

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_ AM PM

Destination Address: \_\_\_\_\_ City/ \_\_\_\_\_ State/ \_\_\_\_\_

What is the purpose of your trip? \_\_\_\_\_

\_\_\_\_\_ Number of Persons Traveling in the Vehicle (Number includes driver).

Type of Vehicle Requested:

\_\_\_\_\_ Bus (27 Passengers) **Bus Driver Cell Phone #: (580) 310-5986**

\_\_\_\_\_ Van (15 Passengers)

Name of each ECU employed valid driver \_\_\_\_\_

License # \_\_\_\_\_ State \_\_\_\_\_

Trip Sponsor's Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Night Phone: \_\_\_\_\_

**\*\* Approval of Department Dean:** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**26910.** A full-time faculty or staff member must make the request for a vehicle. That person is responsible for safe operation and care of the vehicle while in their custody.

**26911.** The person requesting the vehicle is responsible for who is allowed to drive the vehicle. The driver must be employed by the University.

**26912.** The driver is responsible for citations received as a result of the manner in which the vehicle is driven or parked.

**26913.** Personal use of a University owned vehicle is prohibited by State Law. It must be used for University related business only. *Vehicles cannot be taken home at night.*

**26914.** A gasoline credit card will be with the keys checked out for your trip. Such cards **may not** be used to purchase fuel for a privately owned vehicle, whether on official University business or not.

**26915.** Vehicles are to be taken **only at the time indicated on the request form, and they must be returned at the time listed.** Vehicles may not be taken off campus for a trip leaving the next day.

**26916.** Please return the vehicle, keys, gas receipts, etc. as soon as your trip is complete, so the vehicle may be prepared for the next trip.

### For Office Use Only

Date Form Received in Office: \_\_\_\_\_ Date Booked: \_\_\_\_\_ Booked By: \_\_\_\_\_

Date Copy Returned: \_\_\_\_\_ Date Faxed to Bus Driver @ (580) 436-0702: \_\_\_\_\_