



UNIVERSITY FLEET SERVICES VEHICLE REQUEST

1. Type / quantity of vehicle you are requesting: Car: _____ Mini Van: _____ Van: _____

2. If state vehicle is not available, do you wish to rent a vehicle? Yes _____ No _____

3. Departure Date / Time _____ @ _____ AM
PM Return Date / Time _____ @ _____ AM
PM

4. Destination City: _____ State: _____ Place: _____

5. Estimated total mileage: _____ Number in group: _____ Number of days vehicle is requested: _____

6. Drivers(s): 1. _____ 2. _____ 3. _____

(PLEASE NOTE: IN ORDER TO OPERATE A UNIVERSITY FLEET OR RENTAL VEHICLE, A DRIVER MUST HAVE A DRIVING RECORD ON FILE AND HAVE CLEARANCE TO OPERATE THE VEHICLE – ALL VAN DRIVERS MUST COMPLETE UNIVERSITY VAN TRAINING.)

7. Using Activity: _____ Department: _____

8. Department Head Signature: _____ Date: _____

Phone number: 4+ _____ Department Budget Code (six digit number): _____

9. Contact Person: _____ Phone: _____

UNIVERSITY FLEET SERVICES BUDGET OFFICE USE ONLY

Approved: _____ Date: _____

Car: _____ Mini Van: _____ Van: _____

Rental(s): _____

****Please pick up rental voucher and gasoline cards from the University Fleet Services Office located in the General Services Building by 3:30 PM, one (1) work day prior to the date of your scheduled trip.**

Certificate

I, the undersigned, certify that my personal driving record does not contain six (6) or more points for moving violations and that should I accumulate six (6) or more points, I am required to notify University Fleet Services. I further certify that my drivers license is not suspended or revoked and should I knowingly operate a State or State rented vehicle without a valid driver's license or with six (6) or more points, I shall be subject to disciplinary action, as well as forfeit coverage by the State Insurance Policy. Additionally, I am aware the Maryland Law requires all front seat occupants of a state owned vehicle to wear safety belts while the vehicle is in operation. Failure to comply will result in disciplinary action.

I have read and understand all the General Rules for operators of State-owned or rental vehicles, and I am aware that any violation of these rules is just cause for revocation of my privileges to operate University Vehicles.

The following items are included in the booklet received for my use of a State Vehicle rental:
(1). Other Gas / Emergency Roadside Card (2) Baltimore County Card Yes / No _____

Signature: _____ Date: _____

Please FAX completed form to the University Fleet Services Office @ 4-4893