

SUNY COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY  
REQUEST FOR USE OF 15 PASSENGER VAN

**DO NOT PARK IN ANY COVERED GARAGE - IT WON'T FIT!**

NAME OF DRIVER (print or type) \_\_\_\_\_

CAMPUS ADDRESS Room # \_\_\_\_\_ Building \_\_\_\_\_ Phone # \_\_\_\_\_

I hereby certify that I am a college employee (State or Research Foundation) or authorized graduate student, possess a valid driver's license, have a minimum of 5 years of driving experience, have read and agree to comply with the guidelines set forth below, and affirm that this vehicle will be used for official College business only.

\_\_\_\_\_  
Signature of Driver

PICK UP VEHICLE Date \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

RETURN VEHICLE Date \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

DESTINATION City \_\_\_\_\_ State \_\_\_\_\_

PURPOSE OF TRIP \_\_\_\_\_ # of Passengers \_\_\_\_\_

\_\_\_\_\_  
Account to be charged

\_\_\_\_\_  
Signature of Unit or Project Head  
authorizes travel, driver and account as listed

VEHICLE ASSIGNED \_\_\_\_\_ RETURN ODOMETER \_\_\_\_\_

LICENSE PLATE # \_\_\_\_\_ DEPARTURE ODOMETER \_\_\_\_\_

**ALL DRIVERS OF 15-PASSENGER VANS MUST FOLLOW THESE GUIDELINES:**

- \*Passengers shall fill the front seats of the vehicle first.
- \*All passengers must wear seat belts at all times.
- \*Never load anything on the roof of these vans.
- \*Drive conservatively, avoiding sharp turns, excessive speed and abrupt maneuvers.

As always, please immediately notify Physical Plant of any condition that may affect the drivability or safety of a College vehicle.

LIST ANY MECHANICAL DIFFICULTIES ENCOUNTERED WITH VEHICLE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

See reverse for general information and trip regulations

Revised November 2004