

Due to COVID-19 Restrictions, vehicle capacity has been reduced to 50%. Face coverings must be worn by occupants at all times.



Email completed General Vehicle Request Form to VehicleReservations@esf.edu

Driver Name:

Driver Email:

Building and Room Number:

Phone Number:

I hereby certify that I am a college employee (State or Research Foundation), or authorized student or volunteer, and possess a valid driver's license and that this vehicle will be used for official college business only.

Signature of Driver
(if more than one driver, sign on reverse)

College Affiliation
(ex: Faculty, Staff, Undergrad or Grad Student etc.)

Type of Vehicle Requested

Sedan (1 Driver + 4 Passengers)

Suburban/Tahoe (1 Driver + 7 Passengers)

Minivan (1 Driver + 6 Passengers)

Pickup Truck (1 Driver + 2 Passengers)

12 Passenger Van (1 Driver + 11 Passengers)

Date you plan to pick up vehicle:

Time (include AM/PM):

Date you plan to return vehicle:

Time (include AM/PM):

Destination (City, State):

Purpose of trip:

Is this vehicle request part of a research project? Yes No

If yes, has the research project been approved to proceed? Yes No

If yes, what is the Principal Investigator's name and email?

If yes, what is the Project's name?

Number of passengers:

Account to be charged:

**Signature of Unit Head/Project Head
(Authorizes travel, drivers and account)**

Vehicle assigned:

Return Odometer:

License Plate:

Begin Odometer:

Gas purchases (include date, gas station purchased from, gallons pumped and cost of gas for each purchase):

List any mechanical issues/difficulties encountered with vehicle:

Additional Driver Name and Email

Signature

College Affiliation*

Passenger First and Last Name

Email

College Affiliation*

* College Affiliation (ex: Staff, Faculty, Undergrad Student, Grad Student etc.)

- A vehicle request form must be submitted and approved before a vehicle can be picked up;
- The top two sections of this form must be completely filled out before a vehicle can be picked up;
- Any vehicle not picked up within one hour of the scheduled time will be released for other use, unless the Facilities Department is notified;
- Use of State-owned vehicles is specifically restricted to official purposes only, and only employees, authorized students or volunteers can operate or be passengers in these vehicles. Volunteers must be registered through UPD;
- Prior to departure, and after you return, fill in the odometer readings to nearest whole mile;
- Upon return, park vehicle in the Standart Parking Lot;
- Report any purchases of gas, oil, repairs and any mechanical difficulties in the spaces provided on the front of this form;
- Place receipts in vehicle packet;
- Driver is responsible for care of vehicle. Please remove all litter, close all windows and lock all doors;
- Place this form, with keys and receipts, in the provided vehicle packet and return to the Facilities Department office. After hours, on weekends and on Holidays, place packet in the box located in the upstairs Facilities Department foyer;
- Please do not return a vehicle with an empty gas tank. Fill it before returning to campus!
- Smoking is not permitted in State vehicles;
- **In case of a breakdown or accident: During normal business hours, call the Facilities Department Office at 315-470-6590. After normal business hours, call University Police at 315-470-6666. A vehicle accident form and notice of self-insurance are included in the vehicle packet.**