

**ACADEMIC VAN REQUEST FORM**

Today's date: \_\_\_\_\_

Faculty name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized Driver: \_\_\_\_\_

Driver must pick up and return keys to the Registrar's Office. Driver must be a faculty member or be on the list of approved student drivers found in the Registrar's Office.

Total # of passengers (including driver): \_\_\_\_\_

Please complete the Passenger Manifest Form

Pick up date: \_\_\_\_\_ Time: \_\_\_\_\_

Return date: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

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PLEASE ANSWER THE FOLLOWING PRIOR TO RETURNING THE VEHICLE

Starting Mileage: \_\_\_\_\_

Ending Mileage: \_\_\_\_\_

- It is your responsibility to be sure that the gas tank is filled prior to return. You must provide a receipt for the gas when you return the keys.
  
- A receipt for the gas must be provided every time the van is used even if the trip is local and the mileage is very low.

Vehicle has been cleaned of all debris and trash?  Yes  No

COMMENTS OR CONCERNS REGARDING THE OVERALL CONDITION OF THE  
VEHICLE  
(i.e., unusual noise, smell of exhaust, squeaky brakes, etc.)

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