



FLORIDA ATLANTIC UNIVERSITY

JOHN D. MacARTHUR CAMPUS VEHICLE REQUEST FORM

Please print clearly or type:

Name of College/Department/Student Club _____

For Chargeback Purposes: TAR # _____

Index# _____

Vehicle Operator's Name: _____

Phone/Ext: _____ E-mail: _____

Please check: [] Faculty [] SP [] AMP [] Student

Operator driver license number: _____ Exp. Date _____

Number of passengers: _____

Departure (date and time): _____

Return (date and time): _____

Destination (city/town/campus): _____

Purpose of trip: _____

Type of Vehicle Requested: [] Car How many? _____ [] Van How many? _____

I understand that the assigned vehicle will be used for the purpose(s) requested. I agree use will conform to the rules of FAU and State of Florida Laws. I also acknowledge the cost per mile is \$.445 per mile as shown on the vehicle odometer and that the release of any vehicle must be accompanied by this completed form.

Operator's Signature: _____

Authorized Account Signature (if required by Unit's Budget Office)

For student requests only:

APPROVED BY _____ Asst. Dir., Student Life & Recreation

REQUEST FORM CAMPUS SERVICES USE ONLY Confirmed Vehicle Number: _____ Prior to Release: Outgoing Mileage: _____ Upon Return of Vehicle: Incoming Mileage: _____

VEHICLE RESERVATION POLICY Per Policy Memorandum No. 43

1. Campus vehicles will be used only for university business and sanctioned student activities
2. Campus vehicles will not be used for personal purposes.
3. Only on special occasions, in connection with official travel being performed in Campus vehicles, when it has been determined by the head of the department that the purpose of the travel can be more usefully served by including persons other than University officials and employees, such persons may be authorized to travel in state vehicles at no expense to the University.
4. Vehicles may not be driven to an employee's home unless the employee is departing upon or returning from an official trip away from his headquarters under circumstances which make it impractical to use other means of transportation, or when the employee needs the use of the vehicle after completion of a regular work day to conduct state business on the same day or before his usual working hour on the next day. *(With regard to campus vehicles, this is a rare and exceptional circumstance that must be approved by the Campus Vice President or designee.)*
5. Campus vehicles will be operated only by University employees and authorized student body representatives who possess a valid Florida driver's license. *(Authorization for student body representatives is approved by Asst. Dir. of Student Life or the Campus Student Affairs dean.)*
6. The University provides liability insurance in the following limits; collision insurance coverage is not maintained: Bodily injury and/or Property Damage: \$100,000/\$200,000
(Any incident while operating a campus vehicle must be reported immediately to Campus Services and, if applicable, a copy of the accident report must be provided to Campus Services.)
7. The driver to whom a campus vehicle has been released is responsible for the vehicle until it is returned to University control. The University is not responsible for traffic violations by drivers of Campus vehicles.
8. Unless otherwise directed, reservations will be made on a first-come basis.
9. Unless otherwise justified, campus vehicles may not be used under the following circumstances:
 - (a) Travel out of the State of Florida.
 - (b) Trips requiring more than three (3) days absence from the campus
 - (c) Transportation to any airport or other terminal when length of trip requires overnight parking. *(In order to accommodate all campus vehicle users, it is recommended that personal or leased vehicles be used in the above situations with vehicle mileage reimbursed by the University unit via a TAR.)*

PROCEDURES

Vehicles are available on a first-come, first-serve basis at the Jupiter Campus upon completion and presentation of this form to Campus Services, AD 126. Request for specific model cars cannot be accommodated. Per the Controller's Office, all campus vehicle users must have a TAR, which must be provided on this form prior to reservation confirmation. Complete and submit this form at least 24 hours in advance.

REQUESTOR:

To maximize the efficiency and use of vehicles, please follow these steps:

1. Fill out the Vehicle Request Form at least 24 hours in advance and return by interoffice mail or attached in an e-mail to demarco@fau.edu.
2. **ALL** REQUESTS FOR STUDENT VEHICLE USE MUST: (1) HAVE BUDGET ACCT. AND STUDENT LIFE AUTHORIZATION (2) PROVIDE A LIST OF PASSENGERS and (3) PROVIDE A COPY OF CURRENT AUTO INSURANCE TO CAMPUS SERVICES WITH FORM IF NOT ALREADY ON FILE WITH CAMPUS SERVICES.
3. Remember that the use of the vehicles is on a first-come, first-serve basis and specific model requests cannot be accommodated.
4. Upon e-mail confirmation of reservations, pick up keys and gas card from Campus Services after 8:00 a.m. or before 4:30 p.m. Arrangements to pick up vehicle keys earlier than 8:00 a.m. or later than 4:30 p.m. must be made with Campus Services.
5. Return the keys and the vehicle at or near the expected time in with the interior of the vehicle in the same condition as received and a full tank of gasoline. A drop box is located in the AD building outside Room 126 for after-hours return, or keys can be dropped off at the Police Office in the SR building (On-call duty officer: 339-0015).
6. If an accident occurs while operating the vehicle, a copy of the accident report must be provided to Campus Services immediately upon return. Any vehicle damages that occur as a result of a driver-faulted accident or that are caused by the driver and/or occupants during the operation of the vehicle may result in repair charges to the account indicated on the form.
7. Record outgoing/incoming mileage on mileage log located inside the vehicle.
8. Inform Campus Services of any problems encountered with the vehicle either upon return, or note the problem on the mileage log in the vehicle.
9. If required, towing service information is located in the glove compartment.

**NO SMOKING IS PERMITTED IN THE VEHICLE.
PLEASE USE YOUR SEAT BELTS AND DRIVE SAFELY.**