USE OF UNIVERSITY STATE VEHICLES
PROCEDURES / GUIDELINES

- This form must be completed and submitted at least 24 (business) hours in advance. NO EXCEPTIONS.
- Availability of vehicles are NOT guaranteed. Use of FAU Jupiter campus vehicles is a privilege, not a right.
- 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.
- FAU Jupiter Campus vehicles are only permitted to be used by faculty, staff, and university-paid student employees with an office primarily based on the FAU Jupiter campus.
- Requests for specific model cars cannot be accommodated. Per WorkDay requirements, all campus vehicle users must have a SmartTag number, which must be provided on this form prior to reservation confirmation.
- No smoking or food is permitted in the vehicle.
- Please use your seat belts and drive safely.

REQUESTOR:
Please follow these steps:
1. Fill out the Vehicle Request Form at least 24 hours in advance and return to AD 126 or attached in an e-mail to demarco@fau.edu.
2. Remember that the use of vehicles is on a first-come, first-serve basis and specific vehicle model requests cannot be accommodated.
3. Upon e-mail confirmation of reservations, pick up keys from Campus Services after 8:00 a.m. or before 4:30 p.m.
4. Return the keys and the vehicle at or near the expected time with the interior of the vehicle in the same condition as received and at least half a tank of gasoline. A drop box is located in the AD building outside of Room 126 for after-hours return, or keys can be dropped off with FAU Police in the SR building (on-call duty officer: 339-0015).
5. Vehicle keys are NOT permitted to be kept overnight.
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 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.

STUDENTS:
ALL requests for vehicle use for STUDENT DRIVERS must meet the following requirements:
1. Be a paid student employee of FAU.
2. Have SmartTag number and Campus Life authorization completed on the Vehicle Request Form.
3. Provide a list of passengers, if applicable.
4. Provide a copy of your most current Florida Driver’s License to Campus Services with form if not already on file.

VEHICLE RESERVATION POLICIES
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. 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 Associate Provost 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 Dir. of Campus Life or his/her designee.)
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 SmartTag.)
Name of College/Department/Student Organization ______________________________________________________________

For Chargeback Purposes:        SmartTag # _______________________________

Vehicle Operator's Name: ______________________________________________________________

Phone/Ext: _______________________________ FAU E-mail: ___________________________________________

Please check:        ☐ Faculty    ☐ SP    ☐ AMP    ☐ Student

Is an updated copy of your Driver's License on file with the Campus Services Specialist:        ☐ Yes    ☐ No
If No, provide DL# below and bring this form with your Driver’s License to AD 126.

Operator Driver License Number: ____________________________ Exp. Date: ____________________________

Departure Date: ____________________________ Departure Time: ____________________________ pm / am

Return Time: ____________________________ pm / am

Destination (city/town/campus): ______________________________________________________________

Address (if not a campus): ________________________________________________________________

Purpose of trip: ________________________________________________________________

Type of Vehicle Requested:        ☐ Car        How many? _______ Number of passengers: ________________

☐ Van        How many? _______ Number of passengers: ________________

I understand that the assigned vehicle(s) will be used for the purpose(s) requested. I agree use will conform to the procedures, policies, and rules of Florida Atlantic University 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: ______________________________________________________________
(Department/Unit’s Budget Office or Director is required to verify SmartTag #)

For student requests only:
Director of Campus Life (or Designee) Signature: ________________________________________________

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**CAMPUS SERVICES USE ONLY**

Confirmed Vehicle Number: ________________________________

Prior to Release Outgoing Mileage: ________________________________

Return of Vehicle Incoming Mileage: ________________________________

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