

**ONLY MVR PERSON APPROVED AND LISTED ON RESERVATION FORM MAY DRIVE.**

Name of MVR Approved Driver \_\_\_\_\_ Van # \_\_\_\_\_

**BY SIGNING BELOW I ACKNOWLEDGE THAT:** *(please check all that apply)*

- \_\_\_\_\_ I have read and understand the Van Reservation Guidelines and Requirements.
- \_\_\_\_\_ I understand the hazards associated with driving university vans and agree to abide by the safety guidelines.
- \_\_\_\_\_ I have completed the Van Safety Course in Vivid/HSI.
- \_\_\_\_\_ I understand that failure to follow the guidelines could result in corrective action.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

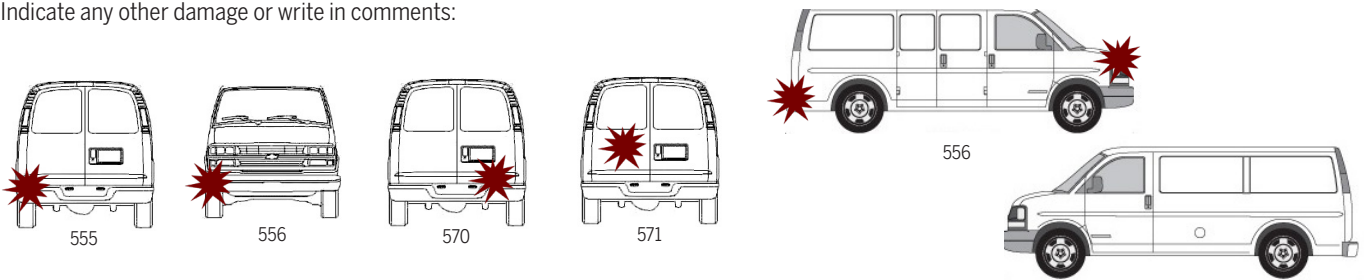
### COMPLETE UPON PICK UP

Date \_\_\_\_\_ Time Left \_\_\_\_\_ Start Mileage \_\_\_\_\_

Gas Tank Level:  E  1/4  1/2  3/4  F **\*Full means beyond the F line**

Interior Condition:  Acceptable  Unacceptable—Explain \_\_\_\_\_

Indicate any other damage or write in comments:



Any other comments regarding the van? \_\_\_\_\_

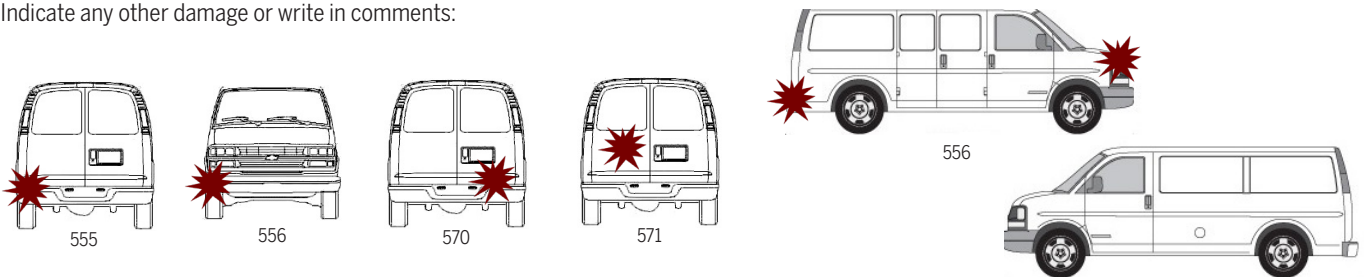
### COMPLETE UPON RETURN

Date \_\_\_\_\_ Time Returned \_\_\_\_\_ End Mileage \_\_\_\_\_

Gas Tank Level:  E  1/4  1/2  3/4  F **\*Full means beyond the F line** Gallons of fuel dispensed \_\_\_\_\_

Interior Condition:  Acceptable  Unacceptable—Explain \_\_\_\_\_

Indicate any other damage or write in comments:



Any other comments regarding the van? \_\_\_\_\_

**USERS MUST FUEL VAN AFTER EACH USE. INTERIOR MUST BE SWEEPED AND ALL DEBRIS REMOVED.**  
**See reverse side of this page for important information.**

**UNIVERSITY VEHICLE ACCIDENT REPORTING PROCEDURES*****If you are in an accident on or off campus:***

- Call 911 if you are injured and if another vehicle is involved. You must obtain a police report.
- Call Campus Security at 321-674-8111.
- Notify your immediate supervisor.
- Notify the Office of Compliance and Risk Management at 321-674-8885.

***If in an accident in a rental vehicle rented through a rental agency:***

- Along with the above steps, call the rental car company. The number will be on the contract.

***If operating a university vehicle when you break down:***

- Between the hours of 8 a.m. and 4:45 p.m., Monday through Friday, when the university is open, call Facilities Operations at 321-674-8038.
- If you break down before or after the above listed hours, call Campus Security at 321-674-8111.