

### Vehicle Request Form

This form is to be utilized for reserving university vans for academic use only. Requests for Student van usage must be made through Student Affairs Office. If a request is for a NON ACADEMIC trip, vans will be issued if available. Requests can not be made more than 30 days in advance of the departure date.

All vehicles must be clean and fully fueled upon return. The requesting department will be charged for all fuel and necessary cleaning fees. Questions can be directed to FIT Security at 321-674-8111

### General Information

This information will be used as the point of contact for all approvals and denials of the vans

Department Name Phone #: \_\_\_\_\_ Course Number: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Approved Driver: Y N

Driver's university ID #: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Cell Phone number: \_\_\_\_\_ E mail : \_\_\_\_\_

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### Trip Details

The van can be picked up no earlier than one hour before the requested pick up time listed below.

If any details of the trip change, then a new form must be submitted.

All equipment that is to be towed MUST be FIT equipment, registered and insured by the university and within the acceptable limits of what can be towed by the van

Departure Date: \_\_\_\_\_ Pickup Time: \_\_\_\_\_ Return Time : \_\_\_\_\_

Return Date: \_\_\_\_\_ Toll Roads? \_\_\_\_\_

Destination: \_\_\_\_\_ Number of Passengers: \_\_\_\_\_

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

Will you be towing anything: Yes No If yes, what \_\_\_\_\_

Hitch required? \_\_\_\_\_ If yes what size ball hitch? \_\_\_\_\_

### Approvals

Problems/ costs to the van and/or towed units resulting from driver error will be the responsibility of the requesting department and will be charged all applicable fees

Person in charge on trip: \_\_\_\_\_ Approver office ext: \_\_\_\_\_ Cell: \_\_\_\_\_

Approver e mail: \_\_\_\_\_ FAX: \_\_\_\_\_

Index: \_\_\_\_\_ Fund: \_\_\_\_\_ ORG: \_\_\_\_\_ Prog: \_\_\_\_\_ Acct . Code: \_\_\_\_\_

