



# University of Findlay

## VEHICLE RESERVATION FORM

(All blank areas must be completed)

Vehicle \_\_\_\_\_

Date Needed \_\_\_\_\_ Time \_\_\_\_\_

Date Returned \_\_\_\_\_ Time \_\_\_\_\_

Destination \_\_\_\_\_ Purpose of trip \_\_\_\_\_

List of people traveling in vehicle: \_\_\_\_\_

Requested by \_\_\_\_\_ **Phone#** \_\_\_\_\_ **Account Number** \_\_\_\_\_

**APPROVED BY (Dept. Head, Div. Chairperson or Dean)** \_\_\_\_\_

\_\_\_\_\_  
Signature of Accompanying Faculty/Staff Member  
(Faculty/staff member(s) must be present on trip.)

\_\_\_\_\_  
Cell Ph# of accompanying staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physical Plant Approval

\_\_\_\_\_  
Date

- Reservation of vehicle is not confirmed until Physical Plant authorizes form.
- Vehicle keys must be picked up at the Physical Plant by the accompanying faculty or staff member. For after hour vehicle use contact security at (419)434-4799. They will meet you at the Physical Plant entrance to issue vehicle.
- When returning vehicle to the Physical Plant, please make sure the vehicle is secured (shut windows, lock doors--including back door of van, and turn off lights). If returning vehicle after business hours, please drop mileage slip, keys, and credit cards in the window slot of the Physical Plant. DO NOT send keys through campus mail!
- Vehicles not canceled 24-hours in advance of the reserved date(s) will be charged \$25.00 per day per vehicle(s).
- All drivers must be 21 years of age and must have a Motor Vehicle Report approved by the University's insurance agent. The process requires 48 hours for approval/denial of applicant.

ALL DRIVERS OF UNIVERSITY VEHICLES MUST FILL OUT THE RELEASE FORM BELOW:

I, \_\_\_\_\_, give The University of Findlay permission to activate a Department of Motor Vehicles Report on my driving record before I operate a University vehicle.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Birth date  
Month/Day/Year

\_\_\_\_\_  
License Number

\_\_\_\_\_  
State

\_\_\_\_\_  
Expiration Date  
Month/Day/Year

NOTE: Complete all information above.

\_\_\_\_\_  
Department/Director's name

\_\_\_\_\_  
Campus phone number

\*If more than one driver: 1) run copy of form, 2) have each driver complete, 3) submit form(s) to the Physical Plant via campus mail.