



University of Findlay

VEHICLE RESERVATION FORM

(All blank areas must be completed)

Vehicle: (please specify # of vehicle(s) needed) Van _____ Car _____ Cargo Van _____ Mini Bus _____

Date Needed: _____ Time: _____

Date Returned: _____ Time: _____

Destination: _____ Dept/Trip Sponsor: _____

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

Person(s) Driving (please print): _____

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!
- Vehicle(s) not canceled 24-hours in advance of the reserved date(s) will be charged \$50.00 per day per vehicle.
- Vehicles not returned by the date specified on this form will be charged a \$50.00 fee.
- 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 ANNUAL MOTOR VEHICLE RELEASE RENEWEL FORM EACH FISCAL YEAR. THIS FORM CAN BE LOCATED AT:

www.Findlay.edu/offices/business-affairs/physical-plant

(Oilernation – Forms 'R Us – Staff)

*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.