SRU-MP-1 (rev 9-09)

**STATE VEHICLE REQUEST**

**Slippery Rock University of Pennsylvania**

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| **REQUESTED BY:** | | | | | | **PHONE:** | | **DATE PREPARED:** | |
| **INSTRUCTIONS:**  **Operator --** | **SUBMIT IN DUPLICATE. USE A SEPARATE FORM FOR EACH TRIP.**  Complete Part I, items 1-12, sign, obtain approvals (Part II) and submit to Dispatcher at least one week before departure time. During travel period, complete Part III items 14-17. Upon return, complete item 13, return vehicle, keys and this form to Dispatcher, if during normal working hours, otherwise return to the key return box at the University Police. | | | | | | | | |
| **PART I - COMPLETED BY OPERATOR \*When days are not consecutive, a separate form MUST be filled out.** | | | | | | | | | |
| 1. Date & time of Departure\* | | | 2. Date & Time of Return | | | | 3. Destination (City, State) | | 4. Type Vehicle **(Only 1 Vehicle Per Form) Car or Van** |
| 5. Estimated Mileage/Cost  ($.70 per mile all vehicles) | | | 6. Department Name | | | | 7. Fund Center for Vehicle Mileage Expense: (please write full fund center): | | 8. STAFF OR STUDENT |
| 9. Purpose of Travel | | | | | | | 10. Car is 5 passenger, Vans are 12 passenger vans including the driver  NUMBER OF PERSONS TRAVELING | | |
| WHAT IS YOUR PRIORITY?  1 2 3  See back for explanation of priorities  **Keys must be picked up at the Fleet Operations Office between 8 a.m. - Noon**  **And 12:30 - 4:00 p.m.**  **Monday through Friday ONLY. Student drivers must provide a signed copy of their**  **job description when picking up keys.** | | |
| 11. I certify that the vehicle will be used for official University business, that I am qualified to operate a University vehicle, that I am familiar with rules and regulations governing the use of University vehicles. **This vehicle will be driven only by SRU employees who are receiving a salary or wage and have driving identified in their job description as integral to their responsibilities.**  Name of Operator:  Signature of Operator: Operator's license no.  Job Title: Phone: | | | | | | |
| 12. RELIEF DRIVER(S) (if needed)  NAME OPERATOR'S LIC. NO.  Signature | | | | | | | 13. NOTE MECHANICAL AND OPERATING DEFECTS. | | |
| **PART II- APPROVALS- I CERTIFY THAT THE INFORMATION IN PART I COMPLIES WITH THE POLICY AND PROCEDURES MANUAL (A COPY IS ON FILE AT THE MOTOR POOL OFFICE.)** | | | | | | | | | |
| Department Chairperson/ Division Director: Vice President/ Dean: | | | | | | | | | |
| **PART III \*\*FOR EXTENDED TRIPS, FILL IN DAILY SECTIONS ON THE REVERSE OF THIS FORM.** | | | | | | | | | |
| 14. Odometer Stop\*\* | | 17. Gas Purchases: Please turn | | | 19. Dispatcher's Signature: | | | | |
| all receipts to | | the Fleet Office. |
| 15. Odometer Start\*\* | |  | |  | 20. Approved: (Facilities & Planning)  Name: Title:  Date: | | | | |
|  | |  |
| 16. Total Mileage | | 18. Vehicle | | |
| **INCOMPLETE FORMS WILL BE RETURNED TO BE COMPLETED AND RESUBMITTED.** | | | | |

(rev 9-09)

**VEHICLE PRIORITIES**

**PRIORITY ONE**

Activities which are an integral part of a scheduled **ACADEMIC CLASS** (3 months maximum advance reservation)

**PRIORITY TWO**

University personnel traveling on **ADMINISTRATIVE** University business. (2 Months maximum advance reservation)

**PRIORITY THREE**

University personnel traveling on **DEPARTMENTAL** University business. (1 month maximum advance reservation)

**Itinerary**

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| **Est. Mileage** | **Stop Location** | **Phone Contact** |
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**Roster: Include all passengers traveling in the vehicle**

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| **Passenger Name** | **Emergency Contact** | **Phone** | **Relationship** |
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**Please assign one person per vehicle as a contact person. Contact: Cell Phone #:**

A COPY OF THIS ITINERARY/ROSTER MUST BE LEFT AT THE UNIVERSITY POLICE OFFICE PRIOR TO

DEPARTURE

Safety Guidelines:

* **In a 24 hour period, the vehicle should spend no more than 15 hours on the road; no one driver in excess of 10 hours driving.**
* **Vans are not permitted to pull trailers, unless travel is within 3 hours of SRU. Secondary roads to be used whenever possible when pulling trailers.**
* **Vans are not permitted to have cargo on the roof.**
* **Vans should be loaded from front to rear.**
* **Sports team members, including coaches and trainers, traveling after a competition are limited to 2 hours driving per person.**
* **Vans are not permitted to park in parking garages due to their size.**