

REQUEST FOR BUCKNELL UNIVERSITY VEHICLE

Contact Person _____ Phone _____ Box _____

When completed, please return to Mrs. Judy Martin, Car Pool Coordinator, Marts Hall Lobby. Vehicles, including the buses, in the University Car Pool are available ONLY for use on OFFICIAL UNIVERSITY BUSINESS. The University's insurance coverages do not permit the assignment of these vehicles for personal use. Further, our insurance program does NOT permit the transportation of individuals other than those on the particular assignment for which a University vehicle has been provided. Thus, it must be understood that other passengers will NOT be carried in the University vehicles. Therefore, a request to use a vehicle must be directly related to the instructional program or other official University business.

1. Date/s for which University transportation is desired: _____
2. Time of departure: _____ Time of return: _____
3. Type of vehicle required: _____ bus _____ van _____ station wagon _____ car
4. Location of bus departure: _____
5. Destination: _____
6. University business purpose: _____
7. Charge this trip to: _____ Acct. # _____
8. Number of passengers: _____ A complete list must be provided prior to the trip.
9. Name of Driver: _____
Any person/s who will drive the University vehicle must have in his/her possession a current driver's license and sign the Vehicle Release Form at the car pool desk prior to the trip.

I hereby certify that the trip described above is for the official University business above noted:

_____ or _____
Dept. Chairman, Instructor or Adm. Officer Advisor

The approval of a Student Life Dean must be obtained for all trips undertaken by Student Organizations or as part of any program of student activities other than inter-collegiate athletics. If there is uncertainty as to whether the proposed trip constitutes "Official University Business" the determination will be made by the V. P. for Administration, Barry R. Maxwell.

09/12/88

Approved by a Student Life Dean

Approved by V. P. for Administration