



Department: \_\_\_\_\_

Conf No. \_\_\_\_\_

Requested By: \_\_\_\_\_

Speed Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

**DRIVER INFORMATION** *(If more than six drivers, attach additional driver information on a separate sheet)*

Name	Training Req.	Name	Training Req.
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

**OCCUPANT INFORMATION**

Number: \_\_\_\_\_ Type: \_\_\_\_\_

**Purchase Glass Coverage:**  Yes  No

For Short Term Rentals only - \$5.00 per day  
(Less than 30 days)

**DATE AND TIME VEHICLE WILL BE REQUIRED** **Latest pick up is at 3:30pm**

Date Out: \_\_\_\_\_ Time Out: \_\_\_\_\_

Pick-Up Point is North Campus

Date In: \_\_\_\_\_ Time In: \_\_\_\_\_

Fuel Card: Supply is based on Distance/Time Away

Keys only is available the prior business day at 3:00 PM to vehicles departing on weekends and statutory holidays - Min. 2 day rental charge

**DESTINATION** (List all major locations)

**TYPE OF ROAD THAT WILL BE TRAVELED**

- Paved City, Highway or Secondary roads
- Well Maintained Gravel roads
- Poorly Maintained Gravel roads, Forestry & Bush roads or Field & Off-road (8Ply to 10Ply Tire Supplied)

**TRAILER TOWING**

Ball Size: \_\_\_\_\_ Type of Wiring: \_\_\_\_\_ Trailer Brakes:  Yes  No Total Weight: \_\_\_\_\_

**TYPE OF VEHICLE REQUESTED** *(Please enter 1 or 2 to indicate first and second choices)*

<input type="checkbox"/> Compact Sedan	<input type="checkbox"/> SUV-5 Passenger	<input type="checkbox"/> ½ Ton Truck 4x4 Crew Cab	<input type="checkbox"/> ¾ Ton Cargo Van
<input type="checkbox"/> Intermediate Sedan	<input type="checkbox"/> SUV-7/8 Passenger	<input type="checkbox"/> ¾ Ton Truck 4x4 Extended Cab	<input type="checkbox"/> 1 Ton Cube Van
<input type="checkbox"/> 7-Passenger Van	<input type="checkbox"/> 15-Passenger Van (Class 4)	<input type="checkbox"/> ¾ or 1-Ton Truck 4x4 Crew Cab	<input type="checkbox"/> Gator
<input type="checkbox"/> Ambassador	<input type="checkbox"/> Other: _____		

**SPECIAL EQUIPMENT:**  Canopy  Hitch Box Length:  6 Foot  8 Foot

If you require a more aggressive tire than is supplied (this will be at the department's expense) please indicate here.

*By signing below I acknowledge that all drivers are aware of all University policies and procedures pertaining to the rental and operation of University vehicles as stated in the Vehicle Management and Driver Safety Program Manual.*

Authorized by (Research Principal Investigator/Department): \_\_\_\_\_

\_\_\_\_\_  
Signature

Telephone Number: \_\_\_\_\_