

MMA STUDENT REQUEST FORM FOR USE OF A STATE VEHICLE

To Request a Vehicle:

- 1) No vehicle will be released without a signed request form
- 2) Read policy (on page 2)
- 3) Only students who have possession of their "Buc Van" License are authorized to drive State Vehicles and may be listed as drivers below.

Vehicle Request Form:

Name of Student Requesting Vehicle (Primary Driver): _____ Cell Phone: _____

Secondary Drivers (if Applicable): _____ Cell Phone: _____

Organization: _____ Purpose of Travel _____

Destination(s): _____

Type of Vehicle Requested: Standard 5-Passenger Car 11-Passenger Van Other: _____

Pick-up Date: _____ Time: _____ Return Date: _____ Time: _____

Passenger Number and Names:

- | | | |
|----------|----------|-----------|
| 1. _____ | 5. _____ | 9. _____ |
| 2. _____ | 6. _____ | 10. _____ |
| 3. _____ | 7. _____ | |
| 4. _____ | 8. _____ | |

Policy/Signature of Authorized Employee Driver(s):

By signing, I certify that the State-owned vehicle provided for this travel will be used only for the purpose described above:

Primary Driver's Signature: _____ Date: _____

Secondary Driver's (if applicable): _____ Date: _____

Approval of MMA Employee/Supervisor Signature: _____ Date: _____

Facilities Use Only

Vehicle: _____ Release Signature: _____ Date: _____

MMA General Rules for Student Drivers of State Vehicles:

1. Only drivers approved through Public Safety and who possess a "Buc Van" License may operate State vehicles.
2. Only those drivers designated on the vehicle request form, and whose signatures appear on the form, may operate State vehicles.
3. All drivers shall operate State vehicles in a manner that reflects concern for safety and courtesy toward the public.
4. State vehicles shall not be used to conduct personal business, to transport members of the family, e.g. transporting children to and from school, or for pleasure. Only those passengers listed on the request form may be passengers in the State vehicle.
5. No person may drive or ride in a State motor vehicle unless properly restrained by the occupant restraint device. It shall be the primary driver's responsibility to ensure that the passengers use the available restraint devices.
6. All traffic and parking laws are to be obeyed. Posted speed limits are not to be exceeded, nor is the vehicle to be operated above safe driving speeds for road conditions. All violation fines shall be the responsibility of the driver involved.
7. Report all accidents to the Public Safety Office within 24 hours, even if another vehicle is not involved or there are no apparent injuries or damages. Notify Public Safety immediately in the case of serious bodily injury.
8. The driver of a State vehicle shall take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and take the keys, except in those instances when a commercial parking garage requires the keys be left with the vehicle.
9. Operators of State vehicles are personally responsible for vehicles assigned to them. Should damage to a State vehicle result through misuse or gross negligence, the operator may be required to make restitution to the State.
10. Under no circumstances will alcohol (open or closed containers) or any illegal substances be allowed in a State vehicle.
11. Maintenance will record the condition of the vehicles upon return. Individuals returning vehicles in an unsatisfactory condition may be denied further usage of vehicles.
12. Willful disregard of these rules is considered just cause for disciplinary action and denial of future usage.

Initial

DATE