

Vehicle Use Request Form

School of Arts and Sciences

Facilities Planning and Operations

Due to the need for a signed copy, we cannot accept on-line requests. Completed forms can be sent/faxed to:

SAS Facilities Planning and Operations/ 3600 Market Street/2649/ Suite 501

Fax: (215) 573-3166 sasfpo@sas.upenn.edu

Requests should be submitted no later than two (2) business days prior to the requested use date.

Requester's Name: _____ School/Dept.: _____

Driver's Name (if other than requestor): _____ Cell Phone#: _____

Campus Address: _____ Campus Phone#: _____

E-mail Address: _____ No. of Passengers*: _____

Destination: _____	Has the Driver completed the University Training Program: _____	<input type="checkbox"/> YES (Please give month/year)
Purpose of trip: _____		<input type="checkbox"/> NO

*SAS' fleet currently has two 7-person vans. *

Date(s) of Use: _____ Start Time: _____ End Time: _____

Cost: Non-SAS requests are subject to a Vehicle Use Fee of \$200/day for mini-vans.

All trips for both SAS & non-SAS users must be limited to 75 miles round trip.

COA/ Budget Code (if applicable): _____ - _____ - _____ - _____ - **5253** - _____ - _____

If the vehicle is being used for a University class, please provide the following information:

Instructor: _____ Dept.: _____ Course No.: _____

Please note that the needs of the School of Arts and Sciences classes have priority over other University groups.

INSTRUCTIONS AND CONDITIONS OF OPERATION

- Have a valid U.S. driver's license, free of any suspension or revocation, from the individual's state of permanent residence.
- Have successfully completed the University's Driver Training Program
- Undergraduates driving the vans MUST have their instructor co-sign this form.
- Arrange to sign out mini-van keys from Lynch Labs loading dock or 3600 Market St. suite 501. Keys can be picked up within 36 Hours of time of van use. Vans #3 & #4 should be picked up from Lynch Labs loading dock, NO EARLIER THAN YOUR ASSIGNED TIME.
- Operate the vehicle in full compliance with all traffic laws and motor vehicle regulations.
- Refuel the vehicle to ¾ of a tank, return it to Lynch Labs loading and return keys to the SASFPO office.
- Report any mechanical failures or incidents immediately to SASFPO office at (215) 898-9870
- Report any accidents immediately (215) 898-9870. Accident forms are located in each vehicle, with explicit instructions how they should be completed. Any accident involving other vehicles, persons, or property MUST be reported immediately to the appropriate police department.
- Vans are not equipped with EZ-Pass. Users are responsible for any tolls. Personal EZ-Pass cannot be used.
- Traffic Tickets/Citations must be reported to the SASFPO office immediately upon return.
 - Citations for moving violations are the responsibility of the driver.
 - Citations for parking violations will be charged to the department or center borrowing the vehicle.

I have read and agree to fully comply with the instructions and conditions of operations listed above.

SIGNATURE: _____

DATE: _____

SIGNATURE OF INSTRUCTOR: _____

DATE: _____

By my signature below, I agree that if a mini-van key is lost/not returned while in my control, I will be personally responsible to pay the \$250.00 replacement cost.

SIGNATURE OF PERSON PICKING UP KEYS: _____ DATE: _____

To be completed by the SAS Facilities Planning and Operations Office:

Scheduled Vehicle #: _____	Additional Approval: _____
Date Keys Picked Up: _____	Key Set #: _____
Date Keys Returned: _____	Key Set #: _____