

**WEST VIRGINIA STATE UNIVERSITY
WEST VIRGINIA STATE COMMUNITY & TECHNICAL COLLEGE**

Request for Use of University-Owned Vehicle

I, the undersigned, hereby request use of University-owned vehicle(s) from

_____, _____ at _____ a.m. / p.m. to
_____, _____ at _____ a.m. / p.m.

to transport _____ persons from Institute, WV to _____, an estimated
distance of _____ miles (one way) and certify that the trip is to be made for the following purpose:

I, the undersigned, further certify that I will be in charge of the group making the trip described above and will insure that the vehicle is not mishandled in any way; that it is never driven in excess of the posted speed limit; the proper steps will be taken to remedy any mechanical trouble; and that the vehicle will at all times be operated in accordance with the laws of the state wherein it is being driven. Lastly, I certify that only the driver(s) of record as listed below will drive the vehicle:

Name: _____ Operator License Number: _____
(Please Print)

Name: _____ Operator License Number: _____
(Please Print)

Signed: _____ Date: _____
(Person in Charge of Trip)

Signed: _____ Signed: _____
(Person Making Request) (Unit Supervisor)

Permission is hereby granted for use of University-owned vehicle(s) under the terms stated herein.

Signed: _____ Date: _____
(V.P. of Administrative Affairs or Dir. of Fiscal Affairs)

NOTES:

- 1) A copy of a valid driver's license must be attached for all persons named above as drivers for this trip or be on file with Physical Facilities. If a 15 passenger vehicle or larger is being requested, a valid commercial driver's license (CDL) must be attached for all persons named above as drivers for this trip or be on file.
- 2) If a trip is being made outside of the state of West Virginia, prior application must be made for out-of-state travel approval through Fiscal Affairs (Room A-124).