

MOTOR VEHICLE RESERVATION FORM

Name: _____ Cougar ID: _____

Department/Division: _____ Position: _____

Phone number: _____

Date needed: _____ Time: _____

Return date: _____ Time: _____

Type of vehicle requested: ☐ Pick-up Truck ☐ Truck w/Lift Gate ☐ Box Truck ☐ Van

By submitting this request, I agree to the following:

1. College motor vehicles shall only be used for official College Business. Authorized use is only for travel between the place where the vehicle is dispatched and the place where official business is performed.
2. College motor vehicles shall not be used for personal business, gain or profit. The driver shall not operate the vehicle under the influence of alcohol or drugs or during the commission of a crime. Smoking is prohibited in all College Vehicles (Policy 13-13)
3. Drivers shall not transport any item or equipment projecting from the side, front or rear of the vehicle in a way which constitutes an obstruction to safe driving or a hazard to pedestrians or other vehicles. Vehicle shall not be operated beyond its rated capacity.
4. Drivers shall not transport acids, explosives, weapons, ammunition, non-prescribed medications, illegal drugs, alcoholic beverages, or highly flammable materials except by specific authorization or by a duly commissioned law enforcement officer acting within his/her assigned duty.
5. Animals are not allowed in College vehicles unless they are transported in the performance of College business or are required by an authorized passenger's disability.
6. Passengers must be employees of the college who are also conducting official College business. Transport of family, friends, associates or other persons who are not employees of the College is prohibited.
7. Drivers are required to turn off the vehicle, remove the keys and lock the vehicle when not in use. Vehicles shall not be left idling when unoccupied.
8. Drivers and authorized passengers in College motor vehicles shall wear seat belts or safety restraints as required by Ohio Revised Code Section 4513.263. Drivers are responsible for obeying all federal, state and local traffic laws, as well as campus traffic rules and regulations. The driver is responsible for, and must pay in a timely manner, all traffic and/or parking violations and fines incurred while responsible for the vehicle. Failure to promptly pay a ticket or fine may result in disciplinary action.
9. Drivers shall not engage in texting or any other distracting activity.
10. In the event of a roadside breakdown, call Facilities Management at 614-287-2424.
11. In the event of an accident, call College Police at 614-287-2525 or 911 if injury accident. Failure to report an accident or other emergency may result in the revocation of authorization to drive College vehicles.
12. Should the driver notice any issues related to the condition or operability of the College vehicle, the driver shall report the information to Facilities Management immediately upon returning the vehicle.

I hereby certify that I will be the driver of the College vehicle and that I possess a valid Ohio driver's license appropriate to the type of vehicle requested and have been properly trained in the safe operation of vehicle type and its components.

Signature

Date

THIS COMPLETED AND SIGNED FORM MUST BE ATTACHED TO THE FACILITIES WORK ORDER REQUEST.

Facilities Management Use Only:

Vehicle # Assigned: _____ Date/Time Vehicle Picked Up: _____

Date Vehicle Returned: _____