

# LA SIERRA UNIVERSITY

## VEHICLE USE AUTHORIZATION REQUEST

1. Driver Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_
2. Department \_\_\_\_\_ Extension: \_\_\_\_\_
3. Purpose of Trip: \_\_\_\_\_
4. Destination: \_\_\_\_\_
5. Driver's License Number/State \_\_\_\_\_
6. Date of Birth: \_\_\_\_\_
7. Driver Signature: \_\_\_\_\_

(If driver is 19-20 years old) Authorization Required by VP Finance: \_\_\_\_\_ Date: \_\_\_\_\_

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### TRIP INFORMATION

To be completed by Authorized Driver

**NOTE:** *Vehicle keys must be picked up by 3 p.m. Monday thru Friday and for weekend use or the last regular work day prior to a holiday from the Physical Plant Motor Pool Office.*

VEHICLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

LEAVE DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_ RETURN DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_

BEGINNING MILEAGE \_\_\_\_\_ ENDING MILEAGE \_\_\_\_\_

COMMENTS / REPAIRS \_\_\_\_\_

Walk around vehicle and note damage before leaving \_\_\_\_\_

DRIVER SIGNATURE \_\_\_\_\_ PRINT DRIVER NAME \_\_\_\_\_

**FOR OFFICE USE ONLY:**

TOTAL FEE: \_\_\_\_\_

KEYS / CLIPBOARD  Returned  Missing

**\*\*\*DO NOT LOCK VEHICLE WHEN YOU RETURN IT\*\*\***

**\*\*\*COMPLETE THE ENDING MILEAGE\*\*\***

## **Motor-Pool Vehicle Guideline**

Motor-Pool vehicles are the property of La Sierra University (LSU) and are exclusively for University departmental use. Motor-Pool vehicles are for business use only. No exceptions for Student Clubs. Only authorized LSU faculty and staff are permitted to drive Motor-Pool vehicles.

Motor-Pool Vehicle Guidelines:

- 1) All drivers must be 21 years of age or older.
- 2) Proper seatbelt use is required for all occupants.
- 3) Drivers must observe the California Vehicle Code including all posted speed limits.
- 4) Picking up hitchhikers is prohibited.
- 5) Vehicles are not to be used to push or pull any other vehicles, boats or other objects.
- 6) All mechanical problems are to be reported to the Motor-Pool Administrator upon returning the vehicle.

Motor-Pool Vehicle Rates:

- FEE: Half – Day Rental Hours (Monday – Thursday 7:00 a.m. – 11:00 a.m. or 11:01 a.m. – 3:30 p.m.; 11:01 a.m. – 3:00 p.m. Friday): \$20.00 charge with 50 free miles; \$0.35 per mile over 50 miles will apply..
- FEE: One Full - Day (Any time over the Half - Day limit): \$40.00 charge includes 100 free miles; additional \$0.32 per mile over 100 miles will apply.
- FEE: After the vehicle is returned if the vehicle requires excessive cleaning by Motor-Pool staff a \$25.00 charge will apply.
- Vehicles not returned at the arranged time will be charged an additional \$20.00 for every four hours it is late.
- All charges above include fuel usage (no need to re-fuel vehicle).
- In case of an accident, you must report an Automobile Loss to the Risk & Safety Manager at 951-785-2102 within 24 hours. Your department will be charged a \$500.00 deductible not covered by insurance.
- Reimbursement for all repairs and fuel expense incurred while renting an LSU vehicle must be pre-approved by the Motor-Pool Administrator. Upon approval attach and submit receipts with the Expense Report to the Accounting Office for processing.
- LSU Management reserves the right to adjust any rental rates.

The Motor-Pool Administrator reserves the right to refuse rental to any department or person that consistently misuses Motor-Pool vehicles.

### **IN CASE OF ACCIDENT:**

Call the police immediately. In case of injury, remain calm and if able carefully assist when extending help. DO NOT ADMIT GUILT UNDER ANY CIRCUMSTANCES, EVEN IF YOU THINK THE ACCIDENT IS YOUR FAULT. Exchange insurance information with the other party involved in the accident. The vehicle registration and insurance documents are in the vehicle glove compartment. LSU is insured with Risk Management Services at 951-354-7110 x 6834. Report the accident within 24 hours by calling the Risk & Safety office at 951-785-2102 and the Motor-Pool Administrator at 951-785-2439.