

STATE VEHICLE RESERVATION FORM

Driver's Name [Please Print]: _____

Reservation Date: _____ Departure Time: _____ Return Time: _____

Destination: _____

Purpose of Trip: _____

Number of Passengers: _____ (max 7)

** All SLCC state vehicles are reserved on a first come, first serve basis. To reserve a specific vehicle, please email property@solacc.edu.*

** When the reservation is for 8 or more employees then a rental vehicle should be considered. A completed travel request will have to be approved by the Accounting department prior to the rental being reserved.*

AGREEMENT

PLEASE READ AND INITIAL EACH LINE PRIOR TO SUBMISSION

- _____ 1. Unauthorized persons should not be transported in state vehicles. Approval of exceptions to this policy may be made by the Chancellor if it is determined that the travel is in the best interest of the state. The passenger must sign a hold harmless agreement form acknowledging the fact that the state assumes no liability for any loss, injury, or death resulting from said travel.
- _____ 2. **Personal use of a state vehicle during official state business is prohibited.**
- _____ 3. Prior to taking possession of the State vehicle the employee should inspect the vehicle for any prior damage, such as scratches, dents, windshield cracks, torn upholstery, etc. on both the outside and inside of the vehicle. Any damage found should be relayed to the Property Department.

Signature of Driver: _____ Date: _____

Upon submission, the Property Department will confirm that the driver is on the Approved Driver List prior to completing the reservation. If no vehicle is available for the requested date and time the bottom portion of this form will be filled out and returned to the employee. This document needs to be submitted to accounting attached to the travel reimbursement form if requesting mileage reimbursement.

For Internal Use Only:

Approved Travel Request: Yes ___ No ___	Vehicle Available: Yes ___ No ___	Official Driving Record on File Yes ___ No ___	Defensive Driving Course: Yes ___ No ___
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Dodge Durango 06 ___ | Dodge Durango 18 ___ | Toyota Prius ___ | Ford Van ___ | Dodge Caravan ___ | Ford F-450 ___

Property Manager or Designated Person's Signature _____ Date: _____