

## VEHICLE RESERVATION FORM

EMAIL TO THE FACILITIES COORDINATOR WITH THE SUBJECT "VEHICLE RESERVATION" - LINK ON SFNET

Name(s) of Driver(s)/Department: Click here to enter text.

Date: Click here to enter a date.

Number of Passengers (including driver): Choose an item.

Type of Vehicle(s) Requested: Choose an item.

Dates Requested for Vehicle Use: (From) Click here to enter a date. (To) Click here to enter a date.

Trip Destination: Click here to enter text.

Additional Information/Special Requests:

Click here to enter text.

PLEASE NOTE:

***By submitting a vehicle request you indicate that you agree to abide by the terms and conditions contained here below:***

TERMS AND CONDITIONS:

1. Only Southeastern-affiliated individuals and work related contractors may use school vehicles. All Drivers MUST be 25 years of age or older, have had their driving history checked by the Facilities department, and have their drivers license on file with Facilities.
2. ONLY driver(s) whose name(s) appear on this form are authorized to drive the vehicle(s) being checked out. EACH DRIVER MUST SIGN OUT HIS/HER OWN KEY.
3. The individual who signs for the keys is SOLELY responsible for the keys for the duration of the reservation.
4. You cannot take possession of the vehicle(s) before the specified pick-up date on this form.
5. The vehicle(s) MUST be returned by 11:59 p.m. on the return date specified on this form.
6. When returning the vehicle(s) it must be free of all trash, and the gas tank must be re-fueled; if a trailer is attached to the vehicle, it must be removed. Vehicles and trailers must all be parked in their designated parking spots; vehicles must be backed in.
7. The keys for the vehicle(s) MUST be returned no later than 10 a.m. the next business day after the return date specified on this form.
8. Tires should always be filled to the appropriate air pressure, which can be found in the operator's manual.
9. If a tire fails while on the road it MUST be replaced with the same brand tire with the same specifications.
10. Personal use of school vehicles is strictly forbidden unless a written request is approved by the director or assistant director of Facilities.
11. All vehicles will be inspected upon return, and should be ready for inspection accordingly.
12. If this policy is not adhered to, it will be necessary to implement corrective actions in the following manner:
  - a. 1<sup>st</sup> Action: Verbal Warning
  - b. 2<sup>nd</sup> Action: Notification of the Appropriate Department Head
  - c. 3<sup>rd</sup> Action: Suspension of Department's Southeastern University driving privileges

### Vehicle Policy CDL Addendum (for CDL vehicles only)

1. **Vehicle inspection reports MUST be filled out by the actual driver prior to departure AND before each subsequent day of driving for every trip.** These forms are located inside the buses for the three CDL buses (10, 11, and 30).
2. For example, if driving Bus 10 for a seven day trip and the bus is not driven at all for three days, then when the bus is returned there should be four separate reports turned in. **These forms MUST be turned in at the conclusion of EACH TRIP to the Facilities Coordinator/Facilities Representative** when the keys are turned in.
3. If the reports are not completed as the policy states, the driver will have their CDL privileges suspended for 60 days (that is, internally, they will not be allowed to rent Bus 10, Bus 11, or Bus 30). If it happens a second time, then their privileges will be indefinitely suspended (i.e. they will never be allowed to drive a CDL SEU vehicle again).

Please understand that this particular requirement is mandated by law (D.O.T.) and the driver could be asked to provide the current day's inspection report on demand to a D.O.T. inspector or police officer.

***I have read, and understand, all the policies set forth in this document.***