

Animal and Food Sciences 12-Passenger Van Request Form

(Fleet No. 20-005, License Plate No. KW5-783, Voyager Card # 86947 6879 00306 9)

- This form is to be used for requesting use of the department's 12-passenger van. Users of the van will be billed for mileage at the current federal mileage rate.
- Van **MUST** be returned **CLEAN** with a **FULL FUEL TANK** or the user will not be allowed to use the van again. User will inform business office staff of any dashboard maintenance lights that are illuminated.
- Drivers have read and understand the van policy available through Environmental Health and Safety.

Provide the following information to request use of the 12-passenger van:

Date of request:

Name:

Employee ID#:

Signature:

Driver has completed required passenger van safety training (check to verify):

Driver has submitted an MVR to Risk Management within the past five years (check to verify):

Purpose of trip:

Account No.:

Destination:

Trip start date:

Trip start time:

Trip end date:

Trip end time:

*The following information **MUST** be completed at the conclusion of your trip and this sheet returned to AFS Business Office staff along with the van keys (or you will not be allowed to use van again).*

Ending mileage:

Beginning mileage:

Total mileage driven:

**NOTE: Attach Voyager Card
fuel receipts to this form
when it is turned back in.**

see blue.