

# AUSTIN PEAY STATE UNIVERSITY

Application for Use of University Vehicle

Date of Application \_\_\_\_\_

Request is made for use of University Vehicle and explanation follows:

1. Destination: \_\_\_\_\_

2. Date leaving: \_\_\_\_\_ Time leaving: \_\_\_\_\_

3. Do you plan to move the vehicle before the stated hour of departure: Yes \_\_\_\_ No \_\_\_\_

If yes: A. What date and time: \_\_\_\_\_

B. Vehicle location until time of departure: \_\_\_\_\_

4. Date returning: \_\_\_\_\_ Time returning: \_\_\_\_\_

5. Purpose of Trip: \_\_\_\_\_

6. Request is for: Car \_\_\_\_ Mini Van \_\_\_\_ Large Van \_\_\_\_ Bus \_\_\_\_

7. Number of persons traveling: \_\_\_\_\_ Estimated Mileage: \_\_\_\_\_

8. Are any students traveling on this trip: Yes \_\_\_\_ No \_\_\_\_

9. Number of Account to be charged: \_\_\_\_\_ Dept phone: \_\_\_\_\_

PLEASE RETURN VEHICLE TO  
AREA BEYOND GATES AT  
THE SHASTEEN BUILDING.  
THANK YOU

Signed by \_\_\_\_\_

Vehicle Driver

Approved by \_\_\_\_\_

Administrative Officer

If a student will drive the vehicle, complete questions 10 and 11.

10. Does student's job description include driving University vehicles? Yes \_\_\_\_ No \_\_\_\_

11. Does student have valid Tennessee driver's license? Yes \_\_\_\_ No \_\_\_\_

Signed by \_\_\_\_\_

Faculty Supv. Of Student Driver

## DRIVER'S REPORT

Vehicle Assigned \_\_\_\_\_ License No. \_\_\_\_\_

Mileage of Trip: Beginning \_\_\_\_\_ Ending \_\_\_\_\_ Total \_\_\_\_\_

Vehicle performance: Excellent \_\_\_\_ Good \_\_\_\_ Poor \_\_\_\_

Report of Poor Operation and Needed Repairs: \_\_\_\_\_

**NOTE: Prepare in duplicate** (preferably typed). If trip is for after office hours (7:30 – 4:00), make arrangements with Physical Plant prior to that time and date. Complete Driver's Report after trip and turn in with keys to Physical Plant.