

VEHICLE USAGE REQUEST

The County provides a pool of vehicles for travel on county business by employees. This form must be submitted to the Administrative Services Manager PRIOR to traveling on county business.

INITIAL REQUEST:

Requesting Department: _____

Name of Requestor: _____

Date/Time of Departure: _____

Date/Time of Return: _____

Destination: _____

#of Persons: _____ SINCLAIR CARD: YES NO TRIP CARD YES NO

WILL PICK UP KEYS: _____ Time: _____

Supervisor Signature: _____

ADMINISTRATIVE OFFICE USE ONLY:

Date of Request: _____

Vehicle Available? YES NO IF Yes, Vehicle # Assigned: _____

IF NO, a personal vehicle may be used if a signed "Employee Notification Regarding Use of Personal Vehicles and Property for County Purpose" is on file.

SIGNATURE/Administrative Services Manager: _____

DEPARTMENT USAGE LOG:

Departure Date: _____ Time: _____

Beginning Mileage: _____

Return Date: _____ Time: _____

Ending Mileage: _____

Total Miles: _____

Employee Signature: _____

FLEET OFFICE USE ONLY:

Subsidiary Code: _____

Date Logged: _____ Operator Initials: _____

CARS MUST BE PARKED IN GARAGE WHEN NOT IN USE
PERSONAL CARS ARE NOT TO BE PARKED IN GARAGE
CARS MUST BE FILLED WITH GAS AND CLEAN WHEN RETURNED TO GARAGE