



College Vehicle Release

Select Vehicle: Only employees who's information is listed are authorized to drive a college vehicle

- 2017 Subaru Car with capacity of 4 passengers including the driver – 0.50 / mile*
- 2013 Toyota Tundra - PU with capacity of 4 passengers including the driver – 0.55 / mile*
- 2015 Ford Transit - Van with capacity of 2 passengers including the driver – 0.55 / mile*
- Bus 22 – Bus with capacity of 15 passengers including driver – 1.60 / mile *
- Bus 23– Bus with capacity of 15 passengers including driver – 1.60 / mile *

Mileage rates set by the College and reviewed annually

Employee (Driver) Name: _____ *Additional Driver Name: _____

*Additional drivers must complete a separate College Vehicle Release form and include their ODL exp. and insurance information *

Dept. (Team) Name: _____ Dept. 4-digit code: _____

Purpose of Trip: _____

Trip Destination (City, State): _____

Gas Card # (last 4 numbers): _____ Gas Tank Filled Up? Yes No Initials

Account Number: _____ - _____ - **9030** - N - _____

Date Taken/Time: _____ Beginning Mileage: _____

Date Returned/Time: _____ Ending Mileage: _____

Total Mileage: _____

Rules Regarding Use of College Vehicles

- All driving laws must be observed
- Driver(s) shall have a current, valid driver license, and personal automobile insurance coverage that meets or exceeds the minimum requirements set forth by statute or motor vehicle code
- For safety reasons, a pre-travel equipment safety check is encouraged before the trip
- College-owned vehicles cannot be left at a private residence before or after trip
- Keep the gas tank full as possible. Fill up gas tank before and after trip
- Properly dispose of trash and remove personal items from the vehicle
- Complete vehicle release form and return vehicle packet immediately upon return
- Report any concerns about the condition or performance to the Maintenance Department
- Immediately report any vehicle accidents to the proper college authorities

Driver Signature: _____ Date _____

Administrator Signature: _____ Date _____

Vehicle Released by Maintenance Staff: _____ (initials)