**Vehicle Use Agreement & Instructions**

1. Each Vehicle has its own calendar in Outlook. You can check availability of a Vehicle on the Outlook Calendar. Go to your outlook and select ‘Open Calendar’ and from the drop-down menu, select “From Address Book’. Type in the vehicle name.



2. In order to use a college vehicle, the request below must be filled out completely with the approval signature and account number entered and submitted to the Front Desk Area at frontdeskarea@lco.edu.

 3. If the form is not complete, it will be returned for completion.

 4. You will receive confirmation through Outlook. The Front Desk assistant will provide the completed and approved vehicle form to maintenance to reserve the vehicle.

 5. Maintenance will place a copy of the Vehicle Request Form in the vehicle for use in filling the gas tank and the form also provides accounts payable a copy for tracking and charging gas purchases. Please leave the Vehicle Request Form in vehicle.

 6. If the party utilizing vehicle needs to purchase gas with his or her personal funds, a requisition must be processed with a copy of the Vehicle Use agreement attached in order to receive reimbursement.

7. When driving a LCOOC owned vehicle, the undersigned agrees to NO smoking in the vehicle, drive the designated speed limit, observe seat belt regulations and NO texting laws while driving.

8. The undersigned acknowledges that no other person will be authorized to drive the LCOOC owned vehicle (unless there are mitigating circumstances – such as injury).

Vehicle Use Request Form

Date Requested: Click here to enter text. *(Front Desk Use):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Requesting: Click here to enter text. Department: Click here to enter text.

Fund Code/Grant #: Click here to enter text.

Description of Activity: Click here to enter text.

Vehicle Requesting: Click here to enter text.

Destination: Click here to enter text. Estimated Miles: Click here to enter text.

Vehicle Pick Up Date: Click here to enter a date. Time: Click here to enter text.

Vehicle Off Date & Time: Click here to enter a date. Time: Click here to enter text.

Number of Passengers: Click here to enter text.

Employee Signature: Click here to enter text. Date: Click here to enter a date.

Supervisor Signature: Click here to enter text. Date: Click here to enter a date.

\*All the information must be completed.

\*Please allow at least one full business day notice for request of a vehicle. Please keep in mind any short notices may result in no vehicle.

\*Once you have turned in your paperwork, you will receive confirmation through Outlook.

 \*Maintenance will place a copy of the paperwork in the vehicle for tracking gas purchases; please leave the form in the vehicle when you drop it off.