**MULTIPLE TRIP VEHICLE RESERVATION FORM**

Date Requested:

Contact Name: Contact e-mail:

Contact Phone: Cell:

**Vehicle Requested: Charge:**

Suburban (8 passenger) $60/day

Savana (12 passenger) $60/day

Truck (4 passenger) $50/day

Rental # of passenger’s

**Month Date Time Destination Teaching (list course: BIOL #)/Research (list grant #)**

**\*Teaching applies to structured classes – not research related courses such as topics, internships or research.**

The **Biology vehicles are for the use of The Biology Department personnel only.**  
The vehicles are parked on top of Garage B. The keys are kept in BSSF and will be made available on the day the vehicle is required – contact BSSF to make arrangements for key pick up.

1. Check with the sharepoint calendar website to make sure there are vehicles available when needed:

<https://odushare.odu.edu/college/Biology/Lists/Field%20Vehicle%20Calendar/calendar.aspx>

1. Fill out one form per semester if using the same vehicles for every trip. A new form should be submitted when different vehicles are required for a specific trip. Submit the completed form **via email** to the BSSF Laboratory Manager - Mary Hayward, [mhayward@odu.edu](mailto:mhayward@odu.edu).
2. Vehicle reservations should be made **at least 5 business days** prior to departure date.  Staff will try to assist with unexpected vehicle needs but only reservations made 5 business days prior to your departure will be guaranteed.
3. Check your reservations on the Sharepoint calendar at: <https://odushare.odu.edu/college/Biology/Lists/Field%20Vehicle%20Calendar/calendar.aspx> 3 days after submission of the form.
4. All drivers must present a valid driver’s license and University ID.
5. All usage will be charged; usage fee does not include tolls which will be added to any charges. Any research use must have an appropriate grant number completed. Charges are per day. Cancellations must be made at least 24 hours in advance to avoid being charged, and so the vehicles are made available to others.
6. Every attempt will be made by BSSF staff to make sure vehicles are fully fueled at pick up. Gas cards will only be checked out for overnight, out of town trips. All refueling must be done using the gas card with all receipts turned into the BSSF.
7. For every trip, the vehicle usage form must be completed by the operator and passengers in each of the vehicles. These forms must be turned in to BSSF along with the keys at the end of the trip.
8. In the event of an accident, operators should check in the Vehicle Information Packet located in the vehicle for instructions on procedures to follow. **The State Police must be contacted regardless of the severity of the accident.**
9. In the event of a break down, operators should make a safe effort to get the vehicle to a secure location off the highway. They should flag the vehicle and leave a note in the front window with BSSF contact information and the date.  Unfortunately Biology does not have the staff or vehicles necessary to guarantee a switch to a comparable working vehicle.  Individual users will be responsible for arranging alternative transportation of their passengers and cargo in the event of a breakdown.  Biology will, however, be completely responsible for the towing and return of the disabled vehicle; the user need only provide Biology staff with the location of the disabled vehicle and any additional pertinent information.
10. Under no circumstances may hazardous materials be transported in any Biology vehicle.
11. The operator is responsible for obeying/complying with all applicable University/local/state/federal laws/policies/procedures.
12. Please return the vehicles in a clean state. A shop-vac is available in the preparation room-loading dock of PSB. The lock key is on the key ring with the vehicle key. Please lock the shop-vac up when finished.
13. There is no personal use of the vehicles allowed. Personal use is a taxable event and subject to reporting on Form W2 and tax with-holding.