**VEHICLE RESERVATION/USAGE FORM**

Date Requested:

Contact Name: Contact e-mail:

Contact Phone: Cell:

**Date required: Time required:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vehicle Requested: Charge:**

Suburban (8 passenger) $60/day

Savana (12 passenger) $60/day

Truck (4 passenger) $50/day

Rental # of passenger’s

(Please attach justification for rental request; charge will be actual rental cost + expenses)

Destination:

Reason for use: \*Teaching Course: BIOL

 Research Grant #:

**Complete at time of travel**\*\*:

Mileage Out: Mileage In: Miles traveled:

Number of passenger’s (including driver):

Names of all in vehicle (continue on back as needed):

 Driver: \_\_\_

 Passengers (names over):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tolls Incurred: Mid-Town Tunnel: \_\_\_\_\_\_\_ Number of tolls:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Downtown Tunnel:\_\_\_\_\_\_\_\_ Number of tolls:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other tolls: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Returned Vehicle:

**\*Teaching is structured classes – not research related courses such as topics, internships, research etc.**

**\*\*Failure to complete and return this form may result in forfeiture of vehicle use privileges.**

**INDIVIDUALS IN VEHICLE:**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
7. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
8. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
9. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
10. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
11. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
12. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
13. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
14. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
15. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
16. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
17. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
18. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
19. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
20. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Biology vehicles are for the use of The Biology Department personnel only.**

The vehicles will be parked on the roof of Garage B, Off of 43rd Street, but may be parked at different locations throughout the academic year. Please check with BSSF for current parking location prior to attempting a pick up. 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 the Sharepoint calendar at: <https://odushare.odu.edu/college/Biology/Lists/Field%20Vehicle%20Calendar/calendar.aspx> to make sure there are vehicles available when you need them.
2. Fill out one form per vehicle/day required and submit the form via email to the BSSF Laboratory Manager - Mary Hayward, mhayward@odu.edu.
3. A completed form is the only valid method of making a reservation!  Emails (without form attached), hand written requests, phone calls and personal communications will not be honored.
4. Please make your vehicle reservations **at least 5 business days** prior to your departure date.  BSSF Staff will try to assist you with unexpected vehicle needs but only reservations made 5 business days prior to your departure will be guaranteed.
5. 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.
6. All users must present a valid driver’s license and University ID.
7. 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.
8. 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.
9. In the event of an accident please look in the Vehicle Information Packet located in the vehicle for instructions on who to contact. **The State Police must be contacted regardless of the severity of the accident.**
10. In the event of a breakdown please make a safe effort to get the vehicle to a secure location off the highway. Please make sure to 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.
11. Under no circumstances may hazardous materials be transported in any Biology vehicle.
12. The operator is responsible for obeying/complying with all applicable University/local/state/federal laws/policies/procedures.
13. 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 vacuum the vehicle and lock the shop-vac up when finished.
14. 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.