

SUFFOLK COUNTY COMMUNITY COLLEGE

Request for Use of a College Vehicle

Instructions: You may call the Plant Operations Office to determine the availability of a vehicle and to make a tentative reservation. This approved form should be sent to confirm the reservation or to obtain the certification that a vehicle was not available. Pick up and sign for the vehicle, keys and credit cards at the Plant Operations Office. If it will be necessary to pick up or return the car outside of regular working hours, make the necessary arrangements ahead of time.

Please read the information on the reverse side.

Name _____ Bldg/Rm # _____ Tel Ext _____

Date and time vehicle will be picked up _____ Returned _____

Destination _____ No. Passengers _____

Reason for trip _____

Signature _____ Date _____

Approved _____

Supervisor

Title

If vehicle is to be used for field trip: Driver _____ Course # _____

Approved _____

Dean of Instruction

Assigned Vehicle # _____ Credit Card No.(s) _____

Issued by _____ Driver Signature _____

Date/time all items returned _____

To: _____ This is to certify there was no College vehicle available on _____. Reimbursement for use of your personal car may be obtained from your petty cash fund or, if over \$25, by submitting this certification along with a Statement of Automobile Travel form and a Travel Expense Voucher to the Campus Business Office.

Director of Physical Plant or designee

If an accident occurs, or if there is a need for emergency road service, it is important to refer to the information sheet in each vehicle. It also indicates where and when gasoline may be obtained from County facilities.

Return to Plant Operations all credit cards, receipts, and the Tax Exemption Certificate, or a bill indicating that it was used.

If you notice any mechanical problems or damage, please notify Plant Operations.

County Policies Regarding Vehicle Use

These cars are only for official College business. They are not to be used for any other purpose.

Only College employees who have a valid New York State drivers license and do not have excessive violations may operate these vehicles.

Non-County personnel may be transported only when required in the course of College business.

Gasoline may be purchased with a College credit card when it is not possible to obtain it from College or County facilities. Receipts must show the vehicle license number and gallons purchased (or you might have to pay the bill).

Mileage and destination information should be entered on the County Daily Vehicle Record in each vehicle.