

RECREATIONAL SPORTS
VAN REQUEST

Date of Request _____

Request By _____ Team or Department _____

Destination By _____ Purpose of Trip _____

Type Vehicle Requested _____ Number of Passengers _____

Dates of Use: From _____
(month day year time)

To _____
(month day year time)

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1. This form must be filled out completely in the above spaces or it will be returned.
 2. All requests should be made as far in advance as possible.
 3. A separate request is required for each vehicle requested
 4. Vehicle keys must be returned to the Recreation department immediately upon return from trip
 5. Any damage occurring to the above vehicle due to **driver negligence** or **carelessness** will be the responsibility of the operator the vehicle.
 6. The undersigned operator must have a **valid operator's license** and must know and abide by the Motor Vehicle Laws of Virginia.
 7. Operators shall limit the use of state owned vehicles to official state business. State vehicles are not for personal use. Violations shall be handled in accordance with Virginia Commonwealth procedures.
 8. Passengers maximum for 15 passenger vans is 10 occupants
 9. In the event of an accident, the State Police must be contacted immediately. The operator of the vehicle must file a DMV form FR-300, regardless of the amount of damages, and forward in triplicate to the Department of Highways. Failure to report any and all damages, regardless of the amount, will be cause for the operator being solely responsible for any and all costs for repairs to damaged vehicles.

I certify that I have read and understand the above listed Recreation Sports van pool regulations. Driver assumes responsibility for accidents if found negligent.

Signature of Driver

Date

Odometer Mileage Report

Beginning _____

Ending _____

Total _____

Fines _____

Cost _____

Note: Charges are posted
