WEST VIRGINIA STATE UNIVERSITY

Request for Use of University-Owned or Rental Vehicle

I, the u	indersigned, hereby request use of University-owr	ned or rental veh	icle(s) from			
		at		a.m. /	p.m.	to
		at		a.m. /	p.m.	
to tran	nsport person(s) from Institute, W	'V to				, an estimated distance
of	miles (one way) and certify that the t	rip is to be made	for the follo	wing pu	urpose:	
vehicle to rem	undersigned, further certify that I will be in charge is not mishandled in any way; that it is never drivingly any mechanical trouble; and that the vehicle in it is being driven. Lastly, I certify that the vehicl NOTE: DRIVER MUST BE AGE 2	ven in excess of t will at all times le will be driven c	the posted sp be operated only by the d	eed lin in accoriver(s)	nit; that ordance of reco	t proper steps will be taken with the laws of the state ard as listed below:
Name:	(Please Print)	_Operator Licens	se Number:_			
Name:	(Please Print)	Operator Licens	se Number:_			
Signed	:(Person Making Request)	Telep	hone Numbe	er:		
Signed	:(Supervisor/Advisor in Charge of Trip)	Date:				
Banne	r Code for Rental Vehicle					
Permis	ssion is hereby granted for use of University-owne	ed vehicle(s) unde	er the terms s	stated h	nerein.	
	Signed:				Date:	

A copy of a valid driver's license <u>must</u> be attached for all persons named above as drivers for this trip, or be on file with Physical Facilities. Drivers of 15 passenger vans or over must have <u>CDL</u> license. Personal vehicles are to be parked in spaces along Athletic Drive, or in the Campbell Conference Center Parking Lot – not inside the Physical Facilities fence, due to potential damage.