CENTRAL PIEDMONT COMMUNITY COLLEGE

VEHICLE USE AUTHORIZATION FORM

EMPLOYEE SECTION- to be filled out by Employee requesting vehicle				
Driver's Name:			Department:	
College Phone Ext.			Cell phone:	
Purpose of trip/destination:			Estimated mileage:	# of Passengers:
Names of Passengers:				
Departure date and time:	Return date and time:		Vehicle pick-up time:	
Please identify the vehicle	Chevy Equinox	Dodge Caravan	Chrysler Town & Country	Chevrolet Impala

Policies concerning College vehicle usage:

- The **Motor Vehicle Report (MVR)** must be completed before any Central Piedmont Community College (CPCC) Employee can drive a CPCC vehicle for college purposes only. **The MVR is processed through the Enterprise Risk Management Office**.
- CPCC employees are the only authorized drivers of College vehicles.
- The driver is to obey all traffic laws.
- The driver is responsible for any traffic tickets or citations.
- The user's account number or Blanket Order (BO) number is required when reserving College vehicle.
- The user's account number will be charged $0.34 per mile for the use of the College vehicle.
- The College fuel card will be included in the travel packet. It is only to be used for the purchase of gas. Turn in receipts with the card.
- The user is responsible for returning the vehicle with a full tank of gasoline.
- The user is responsible for cleaning the inside of the vehicle after a trip. If the vehicle is returned with litter or in a dirty condition, the user's account number will be assessed a $20.00 cleaning fee.
- If the user picks up the vehicle and finds it dirty and/or with less than half a tank of fuel, notify the Drumm Facilities Services Office immediately at **(704)330-6871.**
- The vehicle keys and travel packet are to be picked up and returned to the Drumm Facilities Services Center, FS 200A (second floor reception area) or dropped off in the blue drop box at the entrance of SPD 3 after normal business hours.
- The vehicle is to be picked up from and returned to its reserved space in Student Parking Deck 3, second floor.
- If problems arise while using the college vehicle the driver is to call (704) 330-6000 during normal business hours, and CPCC Security at (704)330-6632 after 6:00pm and on weekends. If there is no answer at these numbers, please use your own judgment as if the vehicle were your own personal property.
- Questions should be directed to Facilities Services at **(704)330-6871**

This form must be signed by the driver before the vehicle key will be issued.

User's acknowledgment:
I fully understand the above statements of responsibility for College vehicle usage. Travel expenses and rental of this vehicle has been approved by my Program Director or other applicable supervisor.

Employee Signature:	Date:

AUTHORIZATION SECTION- to be completed by Program Director or other applicable supervisor			
Print name of Approver:		Signature	Date:
Account to be charged:	Estimated Mileage:	**Rate: $0.34 per mile**	**Miles** **.34 per mile**

FACILITIES SECTION- to be completed by Facilities Services				
Date form received:	Driver MVR on file:	Mileage In: Mileage Out:		Total fees charged:

Please return completed **Vehicle Use form** to Joy.Jackson@cpcc.edu and the **MVR form** to Kenneth.Agbatutu@cpcc.edu.
The completion of these forms in their entirety are required by CPCC's Insurance Carrier.

Revised 11/1/2016