

After Hours Vehicle Authorization form

This form will be used for any after-hours key exchanges for the usage of Department of Biodiversity, Earth and Environmental Science vehicles. When signing this form it will serve as documentation for responsibilities for the vehicle as well as for insurance purposes. Please complete this form entirely and email to Kristen Kepics (kmk395@drexel.edu) at least 24 hours prior to the exchange.

Name:

Reserved Vehicle :

Date & Time of key exchange:

Name of person whom you are exchanging the keys to:

Signature of initial key holder

Signature of new key holder

If you need additional information on usage of University vehicles please visit this following link, <http://www.drexel.edu/hr/resources/policies/dupolicies/rm2/>

Thank you!