

Fleet Vehicle Office (Division of Public Safety) Vehicle Authorization Form 2010-2011

Use of vehicles is optional but orgs must renew their Authorization form ANNUALLY if using vehicle privileges.
Caution! Use of a vehicle exposes you and your org to financial risk. See below for details.

Org Name: _____

The following people **may reserve** MHC vehicles for our organization: (Print Clearly)

1. _____ Ext/Cell Phone _____
2. _____ Ext/Cell Phone _____
3. _____ Ext/Cell Phone _____

Please notify the Fleet Office of any changes.

The following people have attended a Fleet Orientation Class & **may drive** for our organization: (Print Clearly)

1. _____ Ext/Cell Phone _____
2. _____ Ext/Cell Phone _____
3. _____ Ext/Cell Phone _____
4. _____ Ext/Cell Phone _____

Please notify the Fleet Office of any changes.

We understand that:

- A vehicle cannot be reserved for our organization until this form is authorized by Student Programs.
- Our organization is responsible for knowing the policies on liability (*more information on this can be obtained from the Fleet Office*).
- We must have a Campus Account and funds to pay for any charges.
- Our organization members have/will read & understand the Fleet Vehicle regulations (*provided by Public Safety's Fleet Office when you are licensed.*)

Note: Organizations using Fleet vehicles **are subject to significant fees**. Officers and members, as well as drivers, should familiarize themselves with the liabilities the org is subject to prior to making any reservations. The \$500 fee for “at fault” accidents can cause financial hardship for orgs, often committing them to years of fundraising and deferred focus to pay off charges. Know the rules and consider the risks when deciding whether or not to use a Fleet vehicle! Vehicles may **ONLY** be used for organizational purposes. If in doubt, ask!

CHAIR/CO-CHAIR Print _____

SIGNATURE _____

Ext/Cell Phone Print Clearly _____

TREASURER'S Name (Print) _____

SIGNATURE _____

Ext/Cell Phone Print Clearly _____

After completing this form, bring it to the Office of Student Programs for authorization.

This organization has registered with Student Programs for the current year.

Student Programs Representative Signature _____

Date _____