

## Student Driver Fleet Vehicle Check-Out Form

All student drivers must provide a valid driver's license upon vehicle check-out. Please check the box that applies to you as a student driver.

### Student Employee

Student is an employee (being compensated by the University) and is driving the fleet vehicle for business related to their university employment. The supervisor must sign below to provide proof of employment and confirmation that the vehicle will be used for business related to the student's employment.

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Index Code: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Purpose of Travel

### Approved Student Volunteer

Student is an official Volunteer of the University and has filed a Volunteer form with the University Human Resources department. The student must be driving the vehicle for responsibilities related to their official volunteer status. The advisor for each group the student is volunteering for must sign below to provide confirmation of proof that the vehicle will be used for business related to the student's volunteer status.

Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Index Code: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Purpose of Travel

**Motor Pool Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand that if I am not using the vehicle as part of my official responsibilities as an approved volunteer or university employee that I am not allowed to drive the vehicle and may be referred to student conduct. I also understand that I am responsible for the vehicle and no one else should be allowed to drive the vehicle unless they have also completed this form and all appropriate supporting documentation. I must follow all traffic regulations while driving the vehicle.

**Student Name:** \_\_\_\_\_ **Banner ID:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_