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Vehicle Request

Physical Plant 575-257-2120 ext. 381

Driver's Name: _____ Department Index: _____ Date: _____

Departure Date: _____ Return Date: _____ # of passengers _____

Purpose of Trip(s): _____

Vehicle Requested: Ford Taurus Chevy Van Chevy Pickup Chevy Traverse NM License: Yes No

Physical Plant Signature of Request Approved: _____ Date: _____

Day/ Date	Destination	Start Mileage	End Mileage	Actual Mileage
M _____				
T _____				
W _____				
Th _____				
F _____				
S/S _____				

- No authorized driver or passenger shall use a state vehicle for private use.
- Driver must have Defensive Driving Certificate and Valid New Mexico Driver's License in the vehicle at all times.
- Vehicle must have a full tank of gas upon return to the campus.
- This Form, gas card, keys and all trip-related vehicle receipts are to be given to Physical Plant upon return of vehicle.
- If vehicle is to be used for an extended period of time, it is the responsibility of the driver to schedule a Physical Plant weekly inspection.
- Vehicle used outside the scope of the destination of the campus-related activity will result in a loss of driving privileges.
- If scheduled maintenance is required, the maintenance appointment will supersede the vehicle request.
- In the event of an accident, write down the other driver's information, witness/passenger information and the investigating officer's information.

Gas Receipt: Yes No Gas Approval Code: _____

Please document any issue: _____

I understand and agree that this information is correct and that I have abided by the policies indicated on this form.

Employee signature: _____ Date: _____

Physical Plant Signature: _____ Date: _____

This form is necessary to satisfy the requirements of:

**TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 5 PUBLIC PROPERTY MANAGEMENT
PART 3 ADMINISTRATION AND USE OF STATE VEHICLES
1.5.3.20 AUTHORIZATION TO COMMUTE**