## THE UNIVERSITY OF TENNESSEE DEPARTMENT OF FLEET MANAGEMENT VEHICLE ORDER FORM

DEPT. ACCOUNT NAME ACCOUNT NUMBER OBJECT CODE DATE NAME OF DRIVER\_\_\_\_\_\_ DEPARTMENT\_\_\_\_\_\_ ROOM PHONE BUILDING POINTS TO BE VISITED TYPE OF VEHICLE NO. OF PASSENGERS APPROX PICK-UP TIME ACTUAL USE TIME RETURN NO LATER THAN DAY MO. MO. DAY HOUR MO. HOUR DAY HOUR VEHICLE USE ACKNOWLEDGEMENT In consideration of use of a University of Tennessee vehicle, I acknowledge that: 1. I have a valid driver's license. I will drive responsibly and courteously at all times. I will comply with all traffic and parking regulations. Violations are the responsibility of the driver. Occupants will wear seatbelts at all times. I have been informed that the University's liability coverage applies only to vehicles driven by UT employees within the course and scope 2. of their employment and only while on official University business. No personal use is allowed. In the event that it is necessary for a non-employee student to drive the vehicle, I understand the department is then granting permission on behalf of the University to assume liability for the student driver's actions. I will not allow any person who is not a UT employee to drive a UT vehicle in my possession and control. 3. I understand that individuals under personal services contracts and students and spouses who are not on the UT payroll are not 4. employees of the University and, therefore, are not eligible to operate a UT vehicle. While using a UT vehicle. I am responsible for its condition and will make ever reasonable effort to return the vehicle in the same 5. condition as I received it, ordinary wear and tear excepted. I also understand that I or my department may be financially responsible for damages resulting from abusive use of the vehicle in my possession. Dean/Director/Dept. Head: \_\_\_\_\_ Date: Driver or Representative: Date: \_\_\_\_\_ ------TO BE COMPLETED BY THE DEPARTMENT OF FLEET MANAGEMENT-------

REQUEST NUMBER\_\_\_\_\_

	IN			
DATE	OUT			
VEHICLE NUMBER				
TIME IN	AM MILES PM IN			
TIME OUT	AM MILES PM Out			
MILES OPERATE	D			

Additional Instructions / Request: