

# CHAPMAN UNIVERSITY VEHICLE TRIP REPORT

DATE: \_\_\_\_\_ VEHICLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DEPT. NO.: \_\_\_\_\_

DRIVER: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

BEGINNING MILEAGE: \_\_\_\_\_ ENDING MILEAGE: \_\_\_\_\_

**Drivers, please read the regulations on the back of this form and complete the following inspection prior to departure and at the conclusion of your trip.**

Items to Inspect	Beginning		Ending	
	Okay	Defective	Okay	Defective
1. Lights – Head, tail, brake, flashers				
2. Brakes				
3. Horn				
4. Windshield Wipers				
5. Mirrors / Windows				
6. Tires				
7. Body free of damage*				
8. Cleanliness – inside free of debris				
9. Gasoline	E	¼ ½ ¾ F	E	¼ ½ ¾ F

\* Please report any damage that occurs while operating the vehicle or was there prior to use:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FUEL PURCHASE: Gallons: \_\_\_\_\_ Cost: \_\_\_\_\_

DRIVER'S NAME: \_\_\_\_\_  
(Please Print)

DRIVER'S SIGNATURE: \_\_\_\_\_  
(By signing this form, the driver acknowledges responsibility for reading and adhering to the regulations listed on the back of this form)

Please return vehicle to the same space it was picked up from. Please lock vehicle doors, shut windows, and turn off lights; remove trash and personal belongings; and complete this form and return it with the vehicle keys the same day vehicle is reserved.

**PLEASE READ THE VEHICLE USE POLICY ON THE REVERSE**

# VEHICLE USE POLICY

## Fees

1. There is a \$15.00/day or 37 cent per mile user fee, whichever is greater.
2. University vehicle are required to be returned with a full tank of gas, or if the tank is not full when the vehicle is received, to replace the gas that is used. A fee of \$3 per gallon will be charged for all vehicles returned without a full tank of gas or without the gas being replaced.
3. Departments returning vehicles without cleaning out excessive dirt and trash; or that violate the no food and/or drink policy will be charged a \$50 cleaning fee.
4. Departments using university vehicles are responsible for any necessary repairs due to damage that occurred during operation.

## Regulations

1. Vehicles may **only** be used for official university business. Personal use is prohibited and will result in denial of insurance benefits should an accident occur.
2. All drivers **must** be authorized to drive university vehicles.
3. Driving, operating, or using a university vehicle by anyone who has consumed or ingested alcohol, any controlled or illegal substance, or drug that impairs driving ability, is strictly prohibited.
4. The possession of alcoholic beverages, firearms, or illegal drugs is prohibited inside university vehicles.
5. Seat belts **must** be worn at all times by all occupants.
6. The use of cell phones or personal listening devices while driving is prohibited.
7. The use of tobacco in any form is prohibited in university vehicles.
8. Cleats are not permitted to be worn in university vehicles.
9. Food and/or beverages other than water are not permitted to be consumed in university vehicles.
10. Trash, debris and personal belongings are to be removed at the conclusion of each trip. Also, windows must be closed, doors locked and lights off when the vehicle is not in operation. Failure to do so may result in a fine.
11. Drivers must obey all local and state traffic rules, laws and regulations at all times. Chapman University will not be responsible for any moving violations or parking citations received by the driver.
12. No animal or pet may occupy a university vehicle without authorization.
13. Seats may not be removed from university vehicles.

## Emergency Service

1. If a mechanical problem should arise contact the Transportation Coordinator at (714) 997-6560 (or Public safety at (714) 997-6763 if after hours). You must receive authorization from the Transportation Department prior to any purchases for repairs to a University Vehicle. If the vehicle is unable to be driven, the department using the van is responsible for transporting the passengers back to the university.
2. If an accident occurs, immediately contact the Transportation coordinator at (714) 997-6560 (or Public safety at (714) 997-6763 if after hours).