

# State Vehicle Sign-out Form

## Parking/Transportation Office

Driver: _____	Vehicle Assigned: _____
Date of Use: _____	
Pick-up: _____ am /pm	Return: _____ am /pm
Destination: _____	
Official State Business to be Conducted: _____	
Out of State Travel Authorization:	Yes                  No
Student Center/Student Life Authorization:	Yes                  No
Authorized By: _____	Date: _____

## Police Communication Center

<input type="checkbox"/> Car not picked up	
Valid Driver's License:	<input type="checkbox"/> Yes <input type="checkbox"/> No
BEFORE RELEASING CAR:	<input type="checkbox"/> Gas Cards (Texaco/DAS)
	<input type="checkbox"/> Mileage Sheet
Police Signature: _____	Date: _____
UPON VEHICLE RETURN:	<input type="checkbox"/> Keys returned
	<input type="checkbox"/> Gas Cards (Texaco/DAS)
	<input type="checkbox"/> Mileage Sheet Completed
***PLEASE BE SURE MILEAGE FORM IS FILLED OUT COMPLETELY***	
Police Signature: _____	Date: _____

## Driver Responsibility Statement

It is the driver's responsibility to read and understand all state policies concerning the use of a state vehicle. The willful neglect or misuse of any state-owned vehicle is cause for disciplinary action under the provisions of state statutes or applicable collective bargaining contracts, and such misuse or false statements about the use of said vehicles may subject the employee to civil action. (See Connecticut General Statutes 4-165 and regulations of Connecticut State Agencies 5-240- 1 a (c) 7) Continued violation of policy by an agency may result in suspension of all motor pool privileges.

The driver must obey all state motor vehicle laws. A seatbelt must be worn at all times. It is the driver's responsibility to keep the vehicle interior clean and return the vehicle to the University Police Department with at least one-half of a tank of gas. Vehicles must be parked outside of the University Police Department.

I have read the above statement and agree to comply with state vehicle policies.

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please read the W.C.S.U. State Vehicle Manual before operating any state motor vehicle. A copy of the manual can be found inside of the state vehicle or obtained from the Parking/Transportation Office, Old Main 007.

**Rev. 11/20/98 TO BE DISPLAYED AT POLICE DEPARTMENT UNTIL VEHICLE IS RETURNED**