

Student Name (Printed): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

## Fleet Vehicle Check-Out Form for STUDENTS & VOLUNTEERS

All drivers must provide a valid driver's license upon vehicle check-out. Please check the box(es) that apply to you.

**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.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Index Code: \_\_\_\_\_ Department: \_\_\_\_\_

**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. The Human Resource department must sign below as proof that the Volunteer form has been received.

Advisor 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization 1: \_\_\_\_\_  
Index Code 1: \_\_\_\_\_

Advisor 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization 2: \_\_\_\_\_  
Index Code 2: \_\_\_\_\_

See reverse to list more organizations.

**Approved Volunteer (Non-Student)**

Volunteer has filled out a Volunteer Agreement form with the University Human Resources Department. The volunteer must be driving the vehicle for responsibilities related to their official volunteer status. The Supervisor for the volunteer must sign below to provide confirmation of proof that the vehicle will be used for business related to the volunteer status. The Human Resources department must sign below as proof that the Volunteer Agreement has been received.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Index Code: \_\_\_\_\_ Department: \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: The form will be placed on file for a minimum of three years.*

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.

**Volunteer / Student Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Student Name (Printed): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Advisor 3 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization 3: \_\_\_\_\_  
Index Code 3: \_\_\_\_\_

Advisor 4 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization 4: \_\_\_\_\_  
Index Code 4: \_\_\_\_\_

Advisor 5 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization 5: \_\_\_\_\_  
Index Code 5: \_\_\_\_\_

Advisor 6 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization 6: \_\_\_\_\_  
Index Code 6: \_\_\_\_\_

Advisor 7 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization 7: \_\_\_\_\_  
Index Code 7: \_\_\_\_\_

Advisor 8 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization 8: \_\_\_\_\_  
Index Code 8: \_\_\_\_\_

Advisor 9 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization 9: \_\_\_\_\_  
Index Code 9: \_\_\_\_\_

Advisor 10 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization 10: \_\_\_\_\_  
Index Code 10: \_\_\_\_\_