

TO: The Lehman College Community

FROM: Rene M. Rotolo, Asst. Vice President for
Campus Planning & Facilities

DATE: March 8, 2017

RE: **PROCEDURES FOR ALL VEHICLE REQUEST**

DO NOT CALL BUILDINGS & GROUNDS OR PUBLIC SAFETY FOR AUTHORIZATION

Please be advised that due to insurance and staff restrictions, the College has limited ability to provide vehicles for College use. Therefore, all requests for the College Van and/or Official Car must be submitted in writing five (5) days in advance. **THE INDIVIDUAL REQUESTING THE VEHICLE MUST BE THE DRIVER OF THE VEHICLE AND MUST BE A COLLEGE EMPLOYEE. PLEASE READ THE ATTACHED UNIVERSITY AUTOMOBILE USE MANUAL AND COMPLETE PAGES 8 and 10 AND RETURN THEM WITH THE COMPLETED FORM. (If you have already completed the Authorization and Release forms you do not have to complete it again).**

Each vehicle has a vehicle mileage log in the vehicle. The driver is responsible to log the odometer reading at the beginning and end of the trip as well as the date and business purpose.

You must complete the form below. Forms are available in Shuster Hall Room 327. *Submit form to: CAMPUS FACILITIES, SH 327.*

PLEASE PRINT

Vehicle Request: (circle) VAN OFFICIAL CAR

Date _____ Extension _____ Fax _____

Name _____

Department _____

Signature _____

Request for _____
(Day) (Date) Time of Departure

Time of Return

Reason/Destination _____

DO NOT WRITE BELOW THIS LINE

Notification to B&G _____ Notification to Garage _____ Notification to Public Safety _____

To: Person Requesting

Date _____ Approved _____ Denied _____