

# Pool vehicle - "check OUT"

## Request form

### INSTRUCTIONS:

**Complete** the "Check OUT" Request form prior to your trip. Upon completing the requested information, give to General Services' personnel for processing.

**NOTE:** You Must also Complete a "Check in" form On Page 2 that will be turned in upon the completion of your trip.

(Complete Requested Information)

Employee Name	
Employee Section	
Date Vehicle to be Checked OUT	
Date Vehicle to be Checked IN	
Destination	
Purpose of Travel	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Approval Signature

\_\_\_\_\_  
Date

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TO BE COMPLETED BY GENERAL SERVICES:

Tag # Assigned : S -

Vehicle Year/Make/Model Assigned: \_\_\_\_\_

# Pool vehicle - "check IN"

**RETURN This form, Vehicle keys, & Gas receipts**

**To General Services Upon completion of your trip**

(Complete the Requested Information Below)

Employee Name	
Tag #	
Vehicle Year/Make/Model	
Beginning Odometer Reading	
Ending Odometer Reading	

Upon Completion of your trip, please complete this requested information. Place a "check" to confirm completion.

\_\_\_\_\_ I have filled up the vehicle with gasoline within one (1) mile of the Richard Beard Building – and turned in gas receipt (s) to General Services. (Place gas receipts in plastic pouch)

\_\_\_\_\_ I have parked the Vehicle in the "Pool Vehicle" Area

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

If you are involved in an **ACCIDENT**:

- You **MUST** contact Police
- You **MUST** report accident to Risk Management (334) 223-6120 or if **After Hours** 1-800-241-1172
- You **MUST** contact your supervisor

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**Please let us know if something on this vehicle needs special attention:**

(Describe problem) \_\_\_\_\_

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**To Be Completed By General Services:**

Problem noted above has been fixed \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Date)