

BOWDOIN COLLEGE

Authorization to Drive (revised September 2010)

(The front and back of this form must be completed and turned in with the keys.)

- Fleet Vehicle
- 12-Passenger Rental Van

Office Use Only:

_____ Fleet Van # or Rental Company

_____ Driver ID

_____ Faculty, staff, or student

I, _____, certify that my license issued in _____ which expires on _____
(Name of Driver) (State of Issue) (Expiration Date)

is valid, is not under suspension, and is not revoked.

I, _____, certify that my license issued in _____ which expires on _____
(Name of Alternate Driver, if applicable) (State of Issue) (Expiration Date)

is valid, is not under suspension, and is not revoked.

Passenger Names:

Note: All passengers must be listed on this form or on a separate attachment.

Trip Date(s): _____ Departure Time: _____ Return Time: _____ Approximate Mileage: _____

Destination and Purpose: _____

Project #: _____

Sponsoring Department/Organization: _____

Printed Name

*Signature of Authorizing Faculty or Staff Member Date

Printed Name

*Driver's Signature Date

Printed Name

*Alternate Driver's Signature Date

Printed Name

Signature of Individual Checking License Date

*** Driver, Alternate Driver, and Authorizing Individual have read and agree to abide by all terms, conditions, rules and regulations contained in the Bowdoin College Motor Vehicle Use Policy, dated August 2010, and on this form and certify that all information provided on this form is accurate.**

Driver(s) Agree To The Following:

- Cell phone use (including texting) is not permitted while operating a Bowdoin College owned, leased or rented vehicle.
- Driver acknowledges that College vehicles are for official business and college purposes only. Examples of authorized travel include official athletic team travel, faculty sponsored field trips, and official outing club trips. Uses must be approved by the relevant supervisor or sponsor in advance. Personal use for errands, medical appointments, shopping or any other personal use is strictly prohibited. Business and personal use of vehicles should not be combined. If vehicles are used for personal use, driver shall be subject to loss of driving privileges and/or disciplinary action. If you have any questions on permitted use, please check with the Fleet Scheduler.
- Drivers must abide by and enforce all rules, regulations, terms and conditions as outlined in the **Bowdoin College Motor Vehicle Use Policy** and must know and obey all applicable campus, local, state and federal traffic laws, regulations, and ordinances.
- Drivers are responsible for immediately notifying local police in the city or town where an accident occurs and then notifying the College's Communications Center at 207-725-3314.
- Drivers may not operate a College vehicle under the influence of alcohol or illegal drugs or while using a prescription medication that has any warning of any impairment, including without limitation, a warning for drowsiness or not to use when operating heavy machinery.
- Before leaving the parking area or garage, drivers must do a "walk around" inspection of the vehicle and report any existing damage to the Communications Center or rental agency. Drivers must confirm that the following parts and components are in good working order: service brakes, parking brakes, steering mechanism, horn, windshield wipers/washers, rear-vision mirrors, lights/reflector devices, and tires/wheels.
- Following a trip with a fleet vehicle, drivers must return a **completed** authorization to drive form along with the fuel card, gas receipts and the keys to the vehicle.

College Vehicle Trip Report

Will this vehicle be used for towing? (Circle one): Y N
 Was vehicle checked for damage before leaving Bowdoin College Parking Lot? (Circle one): Y N
 Was a damage report filed as a result of this trip? (Circle one): Y N

Please indicate any damage(s) before or after the trip on the pictures and describe in the space provided.



Mileage at End of Trip _____ Fuel Level Start of Trip (circle amount) E- - 1/4 - -1/2 - - 3/4 - - F

Mileage at Start of Trip _____ Fuel Level End of Trip (circle amount) E- - 1/4 - -1/2 - - 3/4 - - F

Total Miles Driven _____ ****Vehicle needs to be returned with at least 3/4 of a tank of gas****

- Were gas and/or automobile supplies purchased? (Circle one) Y N
- Was the vehicle washed before returning to campus? (Circle one) Y N
- Was the vehicle vacuumed before returning to campus? (Circle one) Y N

If yes, receipts must be attached to this report to avoid charges to your department. Only gas or related supplies or a car wash may be charged on the fuel card, other charges will be assessed to your department. Bowdoin College will not reimburse faculty, students and staff for gas purchased for the vehicle with personal funds. The 1-800 # on the back of the card must be called if there are any problems.

Office Use Only:
 Number of gallons added _____ Charge customer \$30.00 refueling fee plus \$5.00/gallon _____
 Dispatcher Checking Vehicle In: _____