

UC Davis, Department of Fleet Services:  
Vehicle Request Form

Date:

Driver Name:

Department:

Contact Name:

Email:

Phone Number:

Travel in the Continental U.S. beyond 100 miles of the California border requires advance approval:

- (1) For units within the Division of Student Affairs, submit this form to the Office of the Associate Vice Chancellor – Divisional Resources, Division of Student Affairs.
- (2) For all other campus units, submit this form to the office of Risk Management Services.  
(See Policy and Procedure Manual 300-30.)

Process for Approval:

1. Complete information below and send to Fleet Services to determine availability of vehicle.
2. Form will be returned with vehicle reservation confirmation for RM approval.
3. Return RM approved form to Fleet Services 7 days prior to departure to ensure vehicle has been inspected by shop personnel and ready for trip.

Describe type of vehicle needed:

Date Required:

Return Date:

Destination:

Purpose of Trip:

The licensed driver responsible for the vehicle will:

- a. Have personal finances to cover gas, repair costs, and towing if the credit card is not accepted.
- b. In case of a breakdown, wait for repairs to be made so the vehicle can be driven back to Davis. (UCD Fleet Services rates do not cover providing replacement vehicles or picking up vehicles left at remote areas outside California.)

1. Driver:

Driver's License #:

Expiration Date:

2. Road/Weather Conditions:

Are chains required?    Yes  
   No

Anticipated Temperature:

3. Number of Passengers:

4. Equipment carried:

5. Towing a trailer?                Yes                                Trailer #:  
   No

6. Special Requirements:

7. Emergency Contact:

Name:

Phone :

Address:

8. Has a reservation been made at Fleet Services for this vehicle?

Yes

No

**If Yes:**

Name:

Department:

Date Reservation was made:

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Department Chair/Manager

Date

Associate Vice Chancellor – Divisional Resources, Division of Student Affairs

Date

Office of Risk Management Services

Date

Vehicle # assigned for this trip: