



Vehicle Check-In Sheet

I, \_\_\_\_\_ have received the keys to the following vehicle and understand that the people listed are those who have authorization to drive this vehicle.

Approved Drivers: (must have a driver's license release form on file in HR to be able to drive an RMC vehicle)

Vehicle: 2010 Ford 12 Passenger White Van License # DGA308 (North)

Where did you travel to: \_\_\_\_\_

Beginning Mileage: \_\_\_\_\_

Ending Mileage: \_\_\_\_\_

Is the van parked in the parking lot North of Prescott Hall? Yes \_\_\_\_ No \_\_\_\_

If no, where is it parked? \_\_\_\_\_

**I have completed the following before returning this vehicle, and I understand that my department may incur charges if I did not complete the following:**

- \_\_\_\_\_ Fill the gas tank.
- \_\_\_\_\_ Clean van inside and out.
- \_\_\_\_\_ Return the vehicle to the parking lot North of Prescott Hall.
- \_\_\_\_\_ Return the keys and this Vehicle Check-In Sheet to the Assistant of the Academic Vice President in Morledge-Kimball 312. Office hours are 8:00 a.m. – 4:00 p.m. Monday-Friday.
- \_\_\_\_\_ Record mileage information.
- \_\_\_\_\_ Report any issues, damage to the van incurred before or during your use.

**Please note issues and/or damage here\*:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone/contact no: \_\_\_\_\_

\*Please report if the gas tank has not been filled, any damage or problems to the Academic Vice President's Office as soon as possible.