

Vehicle Usage Request Form

Date: _____

Individual(s) making request: _____

Contact Information

Cell phone number: _____ E-mail address: _____

Purpose of Trip: Research _____ Class# _____ Dept _____ Other _____

Date and Time of Departure: _____

Date and Time of Return: _____

Destination: (City and State) _____

CFS Funds: FUND: _____ ORG: _____ FUNCTION: _____ ENTITY: _____

PROJECT: _____ SOURCE: _____ PURPOSE: _____

Number of undergraduate students traveling in the vehicle: _____

Number of people traveling in the vehicle: _____

All Drivers:

Name: _____

License #: _____

Exp. Date: _____

Restrictions:

All DRIVERS MUST be an employee of the University and within the scope of employment at all times while operating the vehicle.

All undergraduate students must sign Risk and Release Forms.

By signing this agreement, the user acknowledges that he/she has read, and will abide by all University policies and Oklahoma statutes, rules, and directives governing the use of motor vehicles, as well as SBS policies and procedures regarding the vehicles. The user agrees that he/she shall be responsible for and indemnify the School of Biological Sciences of any excessive physical damage beyond normal wear and tear sustained to the vehicle or accessories during the term of this agreement. SMOKING in the University Vehicles and TEXT MESSAGING while driving University Vehicles are strictly prohibited. **If you are unable to return the vehicle according to the user date/time, please notify the SBS as soon as possible.**

It is prohibited for any person to ride to and from their place of residence in a state or leased vehicle, or to otherwise use a state/leased vehicle for private purposes.

Locate the vehicle and do a visual check inside and out for damage. If there is visible damage not mentioned to you when you were given the keys, please notify the SBS immediately before taking the vehicle.

Signature of Requester

Signature of Faculty Member/PI

Do not complete – For Office Only

Vehicle Number _____ Mileage _____

Failure to abide by all University of Oklahoma policies and Oklahoma statutes, rules + directives may result in loss of vehicle privileges and/or legal ramifications.

Form updated: July 14, 2025