

Vehicle Reservation Request — Field Trip

Van Assign	Departure		Return		Field Trip Destination	Round Trip Mileage	Course Number
	Date	Time	Date	Time			

Reserving Party Information

Driver's Name Department

Email Address Phone No.

Defensive Driver Training Date Faculty / Staff
 Lecturer
 Student/GTA/RA

Driver's Signature Date

Approvals *Student Employee requests MUST be submitted by Sponsor

Faculty Sponsor Signature* Sponsor Name

Email Address Phone No

Mandatory

Department Chair Approval Date

Important Safety/Use Reminders

- All drivers must be "General Fund" or "ORSP Grant" employees of SF State University with a valid California driver's license, a current Defensive Driver Training certificate, and be on the campus approved drivers list. Student Employees are eligible drivers. FERPs may drive during active semester only and may not drive during the summer.
Stipend students and other non-employee students, volunteer employees or any type of volunteer (no paycheck) may NOT drive or reserve state vehicles per SFSU policy.
- Before taking the vehicle, please check that the items below are present and operational

Lights	Seatbelts (<i>all of them</i>)	Tire inflation	Fire Extinguisher
Turning signals	Brakes	Tire Tread	Signs of fluid leaks

Fill out the **Daily Pre-Trip Inspection Report** for each day you have the vehicle and return the form(s) with the keys.
- Locate the vehicle log book in the glove compartment and fill in the date, time, and trip information. The gas card can be found in the log book.
- The PIN code for gas card is the last 4 digits of our zip code.
(Make sure the station will honor the card. Use of your own gas card may not be reimbursed.)
- Report any damage or operating problems on the COSE Driver's Report form, found in the information packet in the vehicle, when you return the keys.
- If you were in an accident, fill out an accident report form and notify the COSE as soon as possible. If it is after-hours, leave a message at 415.338.2471 (*Leonard Metts*), 415.338.2061 (*Geoscience Office*), 415.338-1091 (*Biology Stockroom*), or 415.338.3540 (*RTC vehicles only*)
 All accidents must be reported within 48 hours. Complete **STD FORM 270** and report the accident to the Campus Office of Risk Management at **415.338.2565**
- Extensions can only be granted if there is a vacancy before or after your reservation. Contact *Miriam Knof* at 415.338.2061 or Biology Office at 415.338.1091 to request an extension. For RTC ONLY: Contact Brita Larsson at 415.338.3540. Do not assume that you have an approved extension.
- Return of this completed form by email or hard copy is acknowledgement of your acceptance of the COSE vehicle use policies.

