

TO: The Lehman College Community

FROM: Charlotte Diehl
AVP of Campus Planning & Facilities

RE: Vehicle Request Form and Procedures

- Due to insurance and staff restrictions, the College has a limited ability to provide vehicles for college use, it is recommended that requests for the College Van or Official Car be submitted in writing five (5) days in advance.
- The individual requesting the vehicle must have a valid Driver's License, must be the driver of the vehicle and must be a college employee.
- Please read The City University of New York (CUNY) [Fleet Management Policy](#), sign and submit page 9.
- Please read The CUNY [Vehicle Use Policy](#). Please sign and submit the CUNY [Vehicle Use Policy Acknowledgement Form](#).
- Inside each vehicle, is a Vehicle Mileage log. The driver is responsible for logging the date(s) of use, the business purpose, and the odometer readings at the beginning and end of the trip.
- Contact Campus Facilities for authorization 718-960-8226. Do not contact Public Safety or Buildings & Grounds for authorization.

Submit completed form to: Campus Planning and Facilities, SH 327.

Vehicle Request: **VAN** **CAR**

Date: _____ **Cell #:** _____ **Office #:** _____

Email: _____

Requestor Name: _____ **Department:** _____

Request for: _____ **Day** **Date of Departure** **Time** _____ **Day** **Date of Return** **Time**

Reason/Destination:

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Approved

Dept. Chair, Dean, VP or AVP: _____

Please Print

Not Approved

Signature: _____



Mandatory Acknowledgements

1. I have received and read the [Vehicle Use Policy](#) within the current fiscal year.
2. I have submitted the [Vehicle Use Policy Acknowledgement Form](#) within the current fiscal year.
3. I have read and understand the [Fleet Management Policy](#) and signed & submitted page 9.
4. I have submitted a copy of my most up-to-date Driver's license within the current fiscal year. **Yes** **No**
If you checked "No", please submit a copy of your license with this form.

Requestor Signature _____

For Use by Campus Facilities Only

Valid Driver's License on File:

Email Notification Sent to: **B&G:**

Garage:

Public Safety:

Request Approved:

Request Denied:

Date: _____

Campus Planning and Facilities Staff Member: _____

Please Print

Initial: _____