

**THE UNIVERSITY OF TENNESSEE
DEPARTMENT OF TRANSPORTATION SERVICES
VEHICLE ORDER**

DATE	ACCOUNT NAME	ACCOUNT NUMBER	OBJECT CODE
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Name of Driver _____ Department _____

Building _____ Room _____ Phone _____

Points to be visited _____ Type Veh _____ No of Passengers _____

APPROX PICK-UP TIME	RETURN NOT LATER THAN	APPROVED _____
MO. DAY HOUR	MO. DAY HOUR	PERSON AUTHORIZED TO APPROVE ORDER

REQUEST NUMBER	ACTUAL USE																																																
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;"></td> <td style="width:15%; text-align:center;">IN</td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> </tr> <tr> <td>DATE</td> <td>OUT</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">LICENSE NUMBER</td> </tr> <tr> <td>TIME</td> <td>_____ AM</td> <td>MILES</td> <td></td> <td></td> <td></td> </tr> <tr> <td>IN</td> <td>_____ PM</td> <td>IN</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TIME</td> <td>_____ AM</td> <td>MILES</td> <td></td> <td></td> <td></td> </tr> <tr> <td>OUT</td> <td>_____ PM</td> <td>OUT</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">MILES OPERATED</td> </tr> </table>		IN					DATE	OUT					LICENSE NUMBER						TIME	_____ AM	MILES				IN	_____ PM	IN				TIME	_____ AM	MILES				OUT	_____ PM	OUT				MILES OPERATED						LEAVE _____ MO. DAY HOUR RETURN _____ MO. DAY HOUR TO BE IN OFFICE OF TRANSPORTATION SERVICES PRIOR TO VEHICLE PICKUP
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VEHICLE USE ACKNOWLEDGEMENT

In consideration of use of a University of Tennessee vehicle, I acknowledge that:

1. I have a valid driver license. I will drive responsibly and courteously at all times. I will comply with all traffic and parking regulations. Violations are the responsibility of the driver. Occupants will wear seat belts at all times.
2. I have been informed that the University's liability coverage applies only to vehicles driven by UT employees within the course and scope of their employment and only while on official University business. No personal use is allowed.
3. I will not allow any person who is not a UT employee to drive a UT vehicle in my possession and control.
4. I understand that individuals under personal services contracts and students and spouses who are not on the UT payroll are not employees of the University and, therefore, not eligible to operate a UT vehicle.
5. While using a UT vehicle I am responsible for its condition and will make every reasonable effort to return the vehicle in substantially the same condition as I received it, ordinary wear and tear excepted. I also understand that I or my department may be financially responsible for damages resulting from abusive use of the vehicle in my possession.

Driver: _____ Date: _____