**VEHICLE SIGN OUT FORM**

**Astro Van 8 passenger (exclusive for Faculty of Forestry use only)**

Please note that **ALL** potential drivers of the vehicle **MUST** fill out individual forms **PRIOR** to borrowing the department vehicle. This is required **EACH** time the vehicle is borrowed.

Name of driver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Driver’s license # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE**: Only drivers with **valid** full class 5 driver’s license are permitted to drive UBC vehicles. ***No L or N drivers***.

\_\_\_\_\_ I understand that the vehicle must be returned clean (no excessive dirt, no garbage, etc.) and that if found to be returned in an unacceptable state, cleaning charges will be levied against the speedchart code that was used to sign the vehicle out.

\_\_\_\_\_ I agree to drive in a safe and responsible manner, as well as according to the law, and to promptly report any issues with the vehicle and its safety equipment to the department administrators.

\_\_\_\_\_ I understand that I am responsible for paying any and all fines incurred in this vehicle while it is signed out for my use, including (but not limited to) parking and speeding tickets.

\_\_\_\_\_ I understand that I am responsible for ensuring that the gas tank is at least half full upon returning the vehicle.

Purpose of trip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duration (actual dates) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SpeedChart \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_