

NORFOLK STATE UNIVERSITY

FLEET MANAGEMENT VEHICLE REQUISITION

Date(s) Requested _____ Today's Date _____

Charge to _____ / _____ PO or PR No. _____
Department Code

Contact Name _____ Ph. No. _____ E-Mail _____

Vehicle Type and Quantity

Car 7-Passenger Van 15 -Passenger Van

Truck/Cargo Van 36-Passenger Bus

47 Passenger Bus 55-Passenger Bus Station Wagon

Number of Persons Traveling

Destination From _____ To _____

Purpose _____

Departure Date: _____ Departure Time: _____ AM or PM

Return Date: _____ Return Time: _____ AM or PM

Estimated Distance of Trip _____ Miles @ \$ _____ = \$ _____

Vehicle(s) Will Be Driven By _____ Title _____

_____ Title _____

Department Head Signature _____

Rates:

<u>Vehicle Type</u>	<u>Per Mile</u>	<u>Minimum Charge</u>
Car & Station Wagon	\$0.82 cents per mile	\$15.00
7-Passenger Van	\$0.90cents per mile	\$22.00
15-Passenger Van	\$1.11 cents per mile	\$35.00
Truck/Cargo Van	\$1.11 cents per mile	\$35.00
36-Passenger Bus*	\$3.50 per mile	\$400 (up to 6 hours/\$750 over 6 hours)
47/56 Passenger Bus*	\$4.10 per mile	\$500 (up to 6 hours/\$950 over 6 hours)

*Note Additional fees are applicable for tolls, parking, driver (s). Please call the Fleet Management Office at 823-8947 or 823-8107 for more details.

General Rules Regarding Use of Fleet Management Vehicles

1. Authorized drivers of Fleet Management Vehicles must be Faculty or Staff persons with valid Driver's License.
2. It is the responsibility of the driver to operate Fleet Management Vehicles in compliance with the Motor Vehicle Laws of Virginia.
3. Each Fleet Management Vehicle is assigned a VOYAGER credit card; this card must not be used with any other vehicle except the one to which it is assigned.
4. The VOYAGER credit card may be used at commercial stations (EXXON, TEXACO, BP etc.).
- *5. Each Fleet Management Vehicle is assigned a blue plastic credit card; this card is to be used only at Department of Highways and Transportation facilities. This card IS NOT to be used at commercial stations.
6. Under NO circumstances should the VOYAGER credit card or blue plastic credit cards be used to secure gas, services and repairs for personal automobiles.
7. When repairs are performed and payment is made by use of the credit cards, the driver should obtain an itemized statement showing charges for parts and labor.
8. All delivery tickets for gas, service and repairs must be submitted at the time the vehicle is returned.
9. The driver's signature should appear on all delivery tickets for gas, service or repairs.
10. The vehicle should be returned in the same general condition in which it was accepted.

*There is a Department of Highways and Transportation Directory of Motor Vehicles service facilities in each Fleet Management Vehicle.

Violation of General Rules Numbers 3,5 and 6, may result in financial reimbursement to the University.