NORFOLK STATE UNIVERSITY

FLEET MANAGEMENT VEHICLE REQUISITION

Date(s) Requested Today’s Date

Charge to / PO or PR No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Code

Contact Name

Vehicle Type and Quantity:

Truck / Cargo Van  15 Passenger

Phone No.\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_

18 – Passenger Shuttle 25 – Passenger Shuttle 55-Passenger Bus 

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:** |  | | |
| **Vehicle Type** | **Per Mile** | **Minimum Charge** | |
| 15-Passenger Van | $1.11 cents per mile | $35.00 | |
| Box Truck/Cargo Van | $1.11 cents per mile | $35.00 | |
| 18 / 25 Passenger Shuttle | $4.10 per mile | $200.00 | |
| 47/55 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.

**Revised-04/03/25**

**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 accept 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.

1. Under NO circumstances should the VOYAGER credit card or blue plastic credit cards be used to secure gas, services and repairs for personal automobiles.
2. 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.
3. All delivery tickets for gas, service and repairs must be submitted at the time the vehicle is returned.
4. The driver’s signature should appear on all delivery tickets for gas, service or repairs.
5. 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.