Requests for Reservation of University Vehicle
(Please print all information)

Date: 

The following requirements must be met when reserving a vehicle. Vehicles will not be released without meeting these requirements:

1. The original signature of a dean or director is required on the reservation form.
2. Only UNO employees, including student workers, can reserve/drive a vehicle.
3. Drivers must present a valid driver's license and be prepared to show a UNO ID.
4. Drivers must have an approved Driver History Form, with a copy of a current driver's license, on file at Facility Services before they can drive a vehicle.

Please provide the following information:

1. Department: 

2. Telephone number: 

3. Name of Dean or Director: (only a dean or director may authorize the use of a vehicle)

4. Name of employee(s) who will drive the vehicles:
   a. 
   b. 
   c. 
   d. 
   (use a continuation sheet if needed)

5. Departure date and time: 

6. Return date and time: 

7. Destination: 

8. Purpose of trip: 

9. Speed type to be charged: 

APPROVAL: I certify that the person(s) named in line 4 above is a University employee and is authorized to dispatch vehicles for the purposes described above.

__________________________
Signature of Dean/Director

AP 10.1 Attachment No 1
(revised 04/08 FS)