

Indiana University - Transportation Department
Request for Release of Vehicle to Student Driver

Section 1 – Trip Information

Date _____ Account Number _____ Dept./Organization _____

Travel Request Number (if appropriate) _____ Destination _____

Date(s) of Trip _____ Total Mileage Estimate _____

Purpose of Trip _____

Justification for Student Driver _____

Number of Passengers _____ Passenger List _____

Section 2 – Driver Information

1) _____

Driver Name	Address		
_____	_____	_____	_____
Phone	License Number	State	Exp Date

2) _____

Driver Name	Address		
_____	_____	_____	_____
Phone	License Number	State	Exp Date

Section 3 – Department/Organization Approvals

I have reviewed the above request for this departmental account.
The request is hereby APPROVED or DENIED (Please circle).

Signed _____ Title _____ Date _____
Dean/Dept Head/Acct Mgr

I have reviewed the above request for this Student Organization Account. Indicate action recommended by circling APPR'D or DENIED at right.

Signed _____	Title _____	Date _____	(Please circle) APPR'D / DENIED
Faculty Advisor			
Signed _____	Title _____	Date _____	APPR'D / DENIED
Student Activities Office			

Attach Additional Information as Necessary

INSTRUCTIONS

General Guidelines:

- 1) Travel in University owned vehicles is restricted to University business.
- 2) All drivers must present a valid vehicle operator's license before any vehicle will be released.
- 3) Students will only be permitted to drive University vehicles within the boundaries of the State of Indiana when such travel is related to the educational mission of the University. When the nature of the trip is related to the student's academic program, he/she may be eligible to drive beyond the borders of the State of Indiana.

Please complete the Request for Release of Vehicle to Student Driver Form, and return it to the Office of Student Activities as soon as possible.

Specific Guidelines

- I. Student traveling on a Student Organization Account within the boundaries of the State of Indiana.
 - 1) Complete Section 1 – Trip Information
 - 2) Complete Section 2 – Driver's Information
 - 3) Complete Section 3 – Approvals
You will need to secure the following approvals:
 1. Faculty Advisor
 2. Student Activities Office
 - 4) Return completed form to the Office of Student Activities.

- II. Student traveling on a Student Organization Account beyond the borders of the State of Indiana.
 - 1) Complete Section 1 – Trip Information
 - 2) Complete Section 2 – Driver Information
 - 3) Complete Section 3 – Approvals
You will need to secure the following approvals:
 1. Faculty Advisor
 2. Student Activities Office
 3. Student Organization Accounts
 - 4) Return completed form to the Office of Student Activities.

- III. Student traveling on a departmental account beyond the borders of the State of Indiana.
 - 1) Complete Section 1 – Trip Information
 - 2) Complete Section 2 – Driver Information
 - 3) Complete Section 3 – Approvals
You will need to secure the following approvals:
 1. Dean, Department Head, or Account Manager
 - 4) Return completed form to the appropriate department.