DEPARTMENT OF ATHLETICS
VEHICLE RESERVATION FORM

Van 47 – 12 passenger  Van 72 – 12 passenger
Van 48 – 12 passenger  Van 77 – 12 passenger
Van 49 – 12 passenger  Toyota Camry – 4-door sedan

To use a University vehicle please read and complete the entire form below and return to the Athletic Department, located in the Gallagher Center, a minimum of **48-hours** before anticipated use date.

Department & Individual Making Request: ____________________________________________

Phone Number: _____________________________ Email: ____________________________

Individual Operating Vehicle: ___________________________ Cell #: ______________________

**NOTE:** Drivers must be a full-time or part-time Jefferson employee*, or graduate student, and at least 21+ years old. *Work-study students are not considered in this category

Travel Days/Date(s): _____________________________________________________________

Expected Time of Van Pick-up: _______________________ & Drop-off: ____________________

Destination: ___________________________________________________________________

Department Account #: ___________________________ No. of Vans Needed: ______________

Driver’s D.O.B. (MM/DD/YYYY): ______________________  *PLEASE ATTACH A COPY OF YOUR VALID DRIVER’S LICENSE*
(as determined by the Department of Motor Vehicles)

VEHICLE RENTAL TERMS:
- Keys are to be picked up in the main Athletic Office. After hours, keys may be dropped at the front desk of the Gallagher Center until closing time: (normal Fall/Spring operating hours)
  - **Monday-Thursday:** 7:00am – 10:00pm
  - **Friday:** 7:00am – 8:00pm | **Saturday:** 10:00am – 6:00pm | **Sunday:** 12:00pm – 6:00pm
- Vehicles will be picked up with a full tank of gas. They are expected to be returned with a full tank of gas. Failure to do so will result in a $35.00 service charge for refueling, plus the cost to fill the tank, which will be applied to your department’s account.
- Vans should be returned in the same condition in which they are found; clean & organized.
- All trips cannot exceed two hours in duration (one way) without approval.
- If you are going to cancel a trip, please notify the Department of Athletics A.S.A.P. at x2720.
- If there is an accident, you must fill out an accident report (in the vehicle’s glove box) **WITHIN 24 hrs. and returned to the Athletic Office. You/department are responsible for any/all damages and tickets.** Failure to comply will result in your loss of vehicle rental privileges.

_________________________________________  _____________________________
Signature of Individual Making Request  Date

_________________________________________  _____________________________
Signature of Department Head/Manager/Dean  Date

ANY QUESTIONS PLEASE CONTACT: Casey Urkuski, Administrative Assistant, Department of Athletics, P: 215-951-2720, E: urkuskip@philau.edu
CAMPUS VEHICLE RENTAL POLICIES

1. All University employees, full-time and part-time, who reached the minimum age of 21 yrs. old, are permitted to drive the vehicles without a safety course. This also includes graduate students.

2. All key pickups will be made during normal business hours, Monday-Friday 9:00am-5:00pm, at the Athletics Office in the Gallagher Center. Keys should be returned to Casey Urkuski, Administrative Assistant, in the Athletics Office. If it is after normal business hours, keys may be returned to the front desk of the Gallagher Center as late as 10:00pm Monday-Thursday, and 6:00pm Saturday & Sunday during the academic year.

3. Individual departments not returning keys in a timely fashion will be restricted for future use. Keys should be returned no later than the start of the following business day.

4. Reservations will need to be requested not later than 48 hours before the time of departure for the trip.

5. Reservations for the vehicles will be scheduled on a first-come, first-serve basis.

6. You will be able to reserve vehicles in person or online. A reservation form can be found on the Department of Athletics website. We will require a scanned copy of your photo license. However, all key pick-ups will be in person, and all reservation form issues will be addressed at that time.

7. A valid license will be required of all driver’s, no exceptions.

8. No mileage fees will be charged for any of the six University vehicles.

9. All trips cannot exceed two hours in duration (one way) without approval.

10. Upon departure from the Gallagher Center each vehicle will have a full tank of gas.

11. An account number will be taken from each department and they will be charged the cost of a tank fill up, and a $35 service fee, if they do not return the vehicle with a full tank of gas. Employees will be reimbursed (by their department) the cost of the fill-up through the normal business expense reimbursement form and process.

12. Individuals or groups using the vans are expected to return the vehicles in the condition that they found it; which will be neat, organized and clean.

13. Any and all van pick-ups and returns will be to the back of the Gallagher Center (not in the parking garage or any other campus sites) along the fence line.

14. If you are going to cancel a trip, please notify the Department of Athletics A.S.A.P. at 215-951-2720.