

WARREN COUNTY
Vehicle Use Request Form - Floater Vehicle

PLEASE COMPLETE ONE FORM FOR EACH REQUEST IN ITS ENTIRETY

Today's Date: _____ Department: _____
Contact Person/Driver: _____ Telephone Number: _____

SPECIFY DATE & TIME VEHICLE IS NEEDED: If you are unable to pick up the key, gas card, and travel log at the specified time, please notify Fleet Department staff to ensure our availability. As a security precaution, key, gas card, and travel log must be hand-delivered to Fleet staff or deposited into Fleet Drop Box upon return.

Date and Time to pick up key, gas card, travel log, and vehicle: _____ / _____
DATE TIME

Date and Time to return vehicle, etc.: _____ / _____
DATE TIME

Destination: _____

Number of Passengers: _____ *

If requesting the Transit Wagon, please confirm that six or more passengers will be transported: [] Yes [] No

DRIVER'S COMMENTS: _____

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Request is: Approved [] Disapproved [] Date: _____

Authorized by: _____
Fleet Manager Administrative Assistant

Vehicle Reserved: [] 2013 Dodge Caravan [] 2015 Ford Edge [] 2016 Transit Wagon
transported, *(Six or more passengers to be
per County Manager)

Inspection: (Pickup)	Yes No	<input type="checkbox"/> <input type="checkbox"/> Vehicle Clean	Inspection: (Return)	Yes No	<input type="checkbox"/> <input type="checkbox"/> Garbage Pickup
		<input type="checkbox"/> <input type="checkbox"/> Vehicle Damage			<input type="checkbox"/> <input type="checkbox"/> Gas Tank Full
		<input type="checkbox"/> <input type="checkbox"/> Gas Tank Full			<input type="checkbox"/> <input type="checkbox"/> Key/Gas Card Returned

NOTES: _____

