

Fleet Vehicle Reservation
Please allow at least 48 hours notice (2 business days)

User Name: _____ # of Persons in
Vehicle (including driver): _____

Penn State ID Number: _____ Fleet Driver Needed: YES ____ NO ____

Vehicle Type Requested: _____

Purpose of Trip: _____

Destination (include city and state): _____

Pickup Date: _____ Time: _____

Return Date: _____ Time: _____

Signature: _____ Budget/Fund/CC: _____

FLEET OPERATIONS HOURS:

Monday through Friday 6:00 a.m. to 12:00 midnight

Saturday and Sunday 7:00 a.m to 3:00 p.m

Drivers must be PSU employees, be 21 years of age or over, and hold a valid, appropriate driver's license. Work-study and non-employee students are NOT permitted to be the primary driver but may act as a relief driver when accompanying a facility or staff member on a long trip.

Please print this form out, complete, and turn in to L aura Zimmerman in 125 CEDAR Building for processing.