

JOHN CARROLL UNIVERSITY FLEET RENTAL FORM

Please print the name of all passengers in the van and return this passenger log sheet and key to the Facilities Office between the hours of 8:30 a.m. and 5:00 p.m. Monday thru Friday. If the rental extends over the weekend please return the key and log sheet on the next available working day. The vehicle is parked in the back of the Belvoir parking lot in the space marked University Fleet Vehicle. Associated rental costs have been discussed in advance *before* completing this form.

Destination: _____

Scheduled Date: _____

Scheduled Usage Time: _____

Van Identification: Blue Chevy Express - PLATE # CUX1514

Certified Driver's Name: _____

Passengers:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

Please return the van to the parking space in the back of the Belvoir Parking Lot and report any issues or drivability problems and concerns to Tom Kriz X4581 in Fleet Service. Please remove any trash from the van left by your group before exiting the vehicle and be sure to complete the usage log inside. If you are involved in an off-campus accident, please report the accident first to local authorities or on Campus Police at X4600. In addition, notify your activity office or sponsors of the incident.