

## Great Lakes Center Vehicle Request and Scheduling

Person Requesting:	Phone:
Department:	Trip Name:

Departure Date:	Time:	Return Date:	Time:
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Person in charge:	Phone:
Vehicle to be used: 12 Passenger Van (see attached policy):	Expected Mileage:

Destination:
Describe any hazardous material or equipment carried:
Any other special requirements?
List Field Station equipment needed:
Briefly describe the work to be conducted:

This form must be received by the Field Station Manager at least one week prior to departure date. All equipment, personal effects, and garbage are to be removed upon completion of the trip. A mileage log must be filled out for each trip upon completion. The van must be returned with a full tank of gas. **Failure to return the van with a full tank will result in suspension of future van use privileges.** Please note any problems/repairs needed on that form. Thank you for help us to better help you.

Please return this form to the Great Lakes Center Field Station by fax at 716-878-5035 or email to the Field Station Manager, Mark Clapsadl, at [clapsamd@buffalostate.edu](mailto:clapsamd@buffalostate.edu)  
If returned by email, please click "save as" and use your last name for the file name. You will need to sign this form upon arrival at the Field Station prior to your departure. If you have any questions, please call the Great Lakes Center office at 716-878-4329

### Administrative Use Only

Mileage Out:	Mileage In:
Vehicle Condition:	

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Your signature

Phone

## Great Lakes Center Vehicle Use Procedures

The School of Natural and Social Science is the owner of a large capacity van to be used by the faculty and staff for official business. The Science Van is capable of carrying 11 people (including the driver).

The fee for usage is based on the miles traveled (Mileage x \$0.50 = cost) which will be reviewed yearly at the beginning of each year.

To tentatively look to see if the van is available on a particular time open the public folders in Outlook and explore (expand) Great Lakes Center. One of the calendars is labeled vehicles. To reserve the van click on "Great Lakes Center" in the Public Folder. Double Click on the "Vehicle Request" form (Note: this is an electronic form and may take a minute to download). Fill it out and either email or fax it to the Field Station Manager, Mark Clapsadl at clapsamd@buffalostate.edu (878-5625). Mark will then enter it into the "GLC Vehicle Calendar" and will email you a meeting request confirming your usage.

The van should be received with a full tank and clean. **Failure to return the van with a full tank will result in suspension of future van use privileges.** Any fuel, parking or toll charges incurred will be the responsibility of the user and or their department.

The van should be returned in a cleaned state. A \$50 cleaning fee will be charged if not.

The van is property of the state of New York which is self insured. Any accidents or damage must be reported to Mark so the proper paperwork can be filled out.

All effort should be made to pickup vehicles during normal business hours at the GLC Field Station, but if that cannot be arranged a temporary gate code can be given. The vehicle key can be retrieved (if prior arrangements have been made) from the combination lock box on the front door of the Field Station. Please park your vehicle away from the front door and place your keys in the box in case it needs to be moved.

A clipboard tracking mileage is to be filled out on all trips.

Any questions should be directed to Mark Clapsadl at 878-5625.