



***Physical Plant Use Only:***

Time checked out: \_\_\_\_\_ Time checked in: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_

Odometer Out: \_\_\_\_\_ Odometer In: \_\_\_\_\_

Fuel used (gallons): \_\_\_\_\_ Cost: \_\_\_\_\_

**Vehicle Authorization**

**Requested by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Date of Return:** \_\_\_\_\_

**Date of Departure:** \_\_\_\_\_

**Expected Time of Return:** \_\_\_\_\_

**Departure Time:** \_\_\_\_\_

**Purpose of Travel:** \_\_\_\_\_

1. Operator: \_\_\_\_\_

2. Operator: \_\_\_\_\_

**Supervisory/Advisory Approval** \_\_\_\_\_

**Chief Administrative Approval** \_\_\_\_\_

***Passenger List***

Passenger cars have a maximum capacity of five persons including operator. Passenger vans have a maximum capacity of 15 persons, including the operator. Special purpose passenger vehicles that have a capacity of 16 or more including the operator require (at a minimum) a commercial vehicle license. Class AC@ with a AP@ endorsement. **Maximum determination set by KRS 281A.010 et al.**

1. \_\_\_\_\_ 8. \_\_\_\_\_ 15. \_\_\_\_\_ 22. \_\_\_\_\_

2. \_\_\_\_\_ 9. \_\_\_\_\_ 16. \_\_\_\_\_ 23. \_\_\_\_\_

3. \_\_\_\_\_ 10. \_\_\_\_\_ 17. \_\_\_\_\_ 24. \_\_\_\_\_

4. \_\_\_\_\_ 11. \_\_\_\_\_ 18. \_\_\_\_\_ 25. \_\_\_\_\_

5. \_\_\_\_\_ 12. \_\_\_\_\_ 19. \_\_\_\_\_ 26. \_\_\_\_\_

6. \_\_\_\_\_ 13. \_\_\_\_\_ 20. \_\_\_\_\_ 27. \_\_\_\_\_

7. \_\_\_\_\_ 14. \_\_\_\_\_ 21. \_\_\_\_\_ 28. \_\_\_\_\_