

Senate Van Trip Card



Van assigned: Red (Dodge) Blue (Chevrolet)

Authorized Driver's Name: _____

Telephone: _____ E-mail: _____

Organization driving for: _____

Destination: _____

Date out: _____ Date in: _____

Mileage out: _____ Mileage in: _____

Gas returned: Full 3/4 1/2 1/4 Empty

Automotive problems/comments:

Traffic summons: Yes No

Returned: Clean Dirty

Time and date keys returned: _____

Driver's signature: _____

Senate signature: _____

Note: Any group using the van is responsible for **ALL** gas and tolls. The Senate **WILL NOT** reimburse anyone for these items unless they have been authorized at a Finance Board hearing prior to the trip. The interior of the van must be cleaned prior to returning the vehicle. Transportation and/or consumption of alcohol or other illegal substances is a violation of insurance policies and the NJIT Professional Conduct Code. The driver and/or organization will be held responsible for any violations.