

**MOUNT UNION COLLEGE
FLEET DEPARTMENT – PHYSICAL PLANT
VEHICLE MILEAGE REPORT**

Part 1 - To be filled out by Physical Plant:

Credit card assigned: _____

Vehicle assigned: _____

Part 2 - To be filled out by driver of the vehicle:

Departure date: _____

Departure time: _____ a.m./p.m.

Return date: _____

Return time: _____ a.m./p.m.

Destination: _____

Department/Organization: _____

Account #: _____

Odometer Depart: _____

Odometer Return: _____

Summarize operation of the vehicle, problems with the trip, damages, etc.:

Signature of Driver: _____

Date: _____

**RETURN THIS FORM, THE KEYS TO THE VEHICLE, AND ANY CREDIT CARDS
ISSUED BY PLACING THEM IN THE DROP BOX IN THE FLEET / MAINTENANCE
DOOR IMMEDIATELY UPON RETURN.**

**IN THE EVENT OF A VEHICLE BREAKDOWN OR ACCIDENT ON A TRIP, FOLLOW
THE INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM**

THANK YOU AND HAVE A SAFE TRIP

Attachment 4B

**MOUNT UNION COLLEGE
FLEET DEPARTMENT – PHYSICAL PLANT
INSTRUCTIONS FOR VEHICLE BREAKDOWN OR ACCIDENT PROCEDURES**

IN THE EVENT OF AN ACCIDENT OR VEHICLE BREAKDOWN, COMPLETE THE VEHICLE ACCIDENT REPORT FORM FOUND IN THE GLOVE BOX WITHIN 24 HOURS AFTER THE INCIDENT OR BY THE NEXT BUSINESS DAY AND RETURN IT TO THE PHYSICAL PLANT OFFICE

Notify the Physical Plant immediately at (330) 821-2452 between 7:30 a.m. and 4:30 p.m. or the Security Department cellular phone at (330) 428-1344 24 hours per day.

If you reach the answering service, please leave your name, location, problem, and the license number of the vehicle you are using.

When you reach someone, be prepared to leave the following information:

- Name**
- Location**
- Problem**
- Vehicle License Number**
- A phone number where you can be reached. Make sure that you are at a telephone that accepts incoming calls, otherwise we may not be able to contact you.**
- Please remain at that location until you have been contacted.**

If you have not heard from someone in 15 minutes, call either your department chairperson or supervisor, Don Penny at home (330) 821-4420, or Todd Howard via Cell Phone at 330-428-0459.