

Fleet Management - Long term lease request form

Dept. Name _____

Acct. #: _____ **Date:** _____

Type of vehicle required (*indicate first and second choice*):

Compact Sedan _____	Van – 7 Passenger _____
Standard Sedan _____	Van – 12 Passenger _____
Truck _____	Other _____

Check type of vehicle assignment requested (Please check only one):

	Class A-1/Custodial: Passenger vehicle for use during working hours. Vehicle remains parked at office overnight or when not in use during working hours.
	Class A-2/Custodial: Nonpassenger vehicle for use during regular working hours. Vehicle remains at office in designated area when not in use overnight.
	Class B-1/Special Assignment: Required after normal duty hours to perform duties of the position. <i>May involve personal costs to assignee.</i>
	Class B-2/Special Assignment: Employee has official duty station of his/her home and requires daily use of a vehicle to perform duties of the position. <i>May involve personal costs to assignee.</i>
	Class B-3/Special Assignment: Equipped to perform public safety law enforcement or maintenance functions.
	Class B-4/Special Assignment: Employee in a continuing travel status (defined as an individual in the office a maximum of one day per week). Vehicle must be parked at the duty station on Saturday, Sunday, and holidays unless required for official business or the employee is departing for, or returning from, an official trip away from the employee’s headquarters. <i>May involve personal costs to assignee.</i>

Estimated date range of lease request: _____

Name of primary operator: _____ **Pernr #** _____

Address of base location: _____

Phone number: _____

List required special equipment (hitch receiver, liftgate, etc.):

Date vehicle required: _____

After submitting the completed request form to Fleet Management by forwarding the form to fleetmanagement@utk.edu, a representative of Fleet Management will confirm the availability of the requested vehicle with the requestor. If a vehicle is available, a formal lease agreement will be sent to the responsible person assigned to the account provided at the top of this document. The lease agreement will be sent via DocuSign.

 Signature of requestor

Phone # of requestor _____ Email of requestor _____