

VEHICLE REQUEST FORM

REQUIRED VEHICLE: Sedan SUV Others _____

PROPOSER DEPARTMENT	Requesting Department		Cost Center:		
	Assigned to	Name:		KAUST ID:	
		Signature:		Phone:	
				KAUST Email:	
	Justification				
	Duration	<input type="checkbox"/> Long Lease	<input type="checkbox"/> Short Lease	<input type="checkbox"/> With Driver	<input type="checkbox"/> New Issuance*
	Date Needed (for short lease)	From Date:	Time:	To Date:	Time:
	Special Requirement (if any)				
	Approval (Department Vice Pres.)	I hereby authorize charging of the cost of vehicle lease to the indicated Cost Center for the period specified and/or of actual use.			
		Name:		KAUST ID:	
Signature:			Date:		

TRANSPORTATION	TRANSPORTATION SERVICES				
	Service Provider:	Request Received:	Estimated Delivery:		
		Service Start Date:	Until Date:		
	Vehicle Details	Plate Number:	Rate:	<input type="checkbox"/> Daily	<input type="checkbox"/> Monthly
		Make:	Color:	Year	
	Checked By	Name:	Signature:	Date:	
		KAUST ID:			

Acceptable Use: King Abdullah University of Science and Technology (KAUST) provide leased vehicles for business purposes as required. With the exception of KAUST Deans, Vice Presidents (and others above this rank), the use of a KAUST-leased vehicle by all other users for non-business purposes is strictly prohibited. This includes, but is not limited to, driving inside and outside KAUST for personal reasons.

Vehicle Utilization: It is the responsibility of the department of the user to properly manage the use of the leased vehicles. This is especially true when the user is on either annual vacation or long business leave. Prior to his/her departure, the assigned user must surrender the vehicle to his department. The Department in possession of Pool Vehicles should maintain a logbook of daily vehicle users to properly monitor accidents & traffic violations.

Authorized Users: KAUST leased vehicles may only be driven by authorized users. An authorized user may be a KAUST employee, KAUST consultant or as approved by their organization's Manager (or higher).

Unauthorized Users: Allowing an unauthorized person to use or borrow a leased vehicle is strictly forbidden. This includes, but is not limited to, family members or friends.

Traffic Violations, Accidents & Repairs: Fines for traffic violations (i.e., Saher/TAMM System) will be deducted from the user's payroll monthly. In the event of an accident, it is the user's responsibility to obtain a police report for insurance purposes. Failure to obtain a report will render the user personally liable for all damages incurred. Charges to the user's Department's Cost Center for repairs on damages due to non-compliance to insurance requirements (i.e., absence of a Police Report) must be approved by Community Life Vice-President.

Compliance, Monitoring, Disciplinary Actions: Violation to the rules indicated above might result in disciplinary actions in accordance with KAUST's established Policies and Procedures.

USER	USER ACCEPTANCE			
	I hereby acknowledge and understand applicable KAUST policies on the use of vehicle for business purposes.	Name:		KAUST ID:
		Signature:		Date: