

MOTOR VEHICLE TRIP REQUEST AND AUTHORIZATION

U.S. GOVERNMENT MOTOR VEHICLE MAY BE USED FOR OFFICIAL BUSINESS ONLY. UNAUTHORIZED USE MAY SUBJECT EMPLOYEE TO 30-DAY SUSPENSION WITHOUT PAY. THE NIST EMPLOYEE WHO IS AUTHORIZED USE OF A GOVERNMENT VEHICLE IS HELD RESPONSIBLE FOR THAT VEHICLE.

DRIVER RESPONSIBLE FOR VEHICLE	CONFIRMATION NUMBER	DATE OF REQUEST
ORGANIZATION (xx-xx-xxxx-xx-xx-xx)	STATE DRIVER'S LICENSE NUMBER AND EXPIRATION DATE	TELEPHONE EXTENSION
VEHICLE NUMBER (IF UNNUMBERED, GIVE TAG NUMBER)	PROJECT-TASK (xxxxxxx-xxx)	REQUISITION NUMBER

AUTHORIZED DESTINATION

PURPOSE OF TRIP (INCLUDE ANY AUTHORIZED STOPOVERS)

TRIP AUTHORIZED BY (DIVISION CHIEF NAME AND SIGNATURE)		DATE	TIME	MILEAGE
	IN			
DISPATCHED BY (NAME AND SIGNATURE)	OUT			
	TOTAL			

AUTHORIZED DRIVER (SIGNATURE) (UPON RECEIPT OF VEHICLE FOR PURPOSE STATED ABOVE)	I certify by my signature that I have no physical/mental incapacities that are likely to affect my safe driving ability; my State Driver's License has neither been suspended within the past 12 months nor revoked within the past 24 months; I have had no more than one at-fault motor vehicle accident within the past 12 months; and I have had no more than one serious (i.e., 2 or more point assessment) moving traffic violation within the past 12 months. <u>I understand that operation of government motor vehicles while ineligible to do so may be grounds for adverse action.</u>
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Administration Forms

DRIVER RETAINS BOTTOM HALF

RULES TO DRIVE BY

- No employee at NIST can be authorized to use a Government vehicle for transportation from home to work unless that use has been approved in writing in advance by the Secretary of Commerce.
- Vehicles may not be used for PERSONAL trips such as going to lunch or other stores/places of business.
- Government vehicles can be used to render assistance in major disasters or emergency situations.
- When on official travel, Government vehicles may not be used to extend the travel for personal/pleasure reasons.
- A Government vehicle may also be used by an officer or employee in travel status to go between his/her temporary lodging and place of business and other permissible places as set forth in the Federal Travel Regulations.
- Operators of Government motor vehicles must ensure that they and their passengers have installed safety belts properly fastened at all times when the vehicle they are operating is in motion.