

Memorandum

To: UCCS Transportation Services

From: _____

CC: Authorized Drivers (to be retained with Trip Ticket in vehicle)

Date:

Re: Authorization to Take Vehicle Home Overnight

Background.

UCCS Administrative Policy Statement 400-007 "Motor Vehicle Acquisition and Operation", effective January 23, 2006 states:

The University of Colorado receives citizen complaints when University vehicles are driven improperly. These complaints may result in a disciplinary action for the driver. University drivers should be concerned about the public image of University employees and the University. Because drivers represent the University of Colorado, it is extremely important that they present a good image. University vehicles are highly visible and represent a valuable resource. *PARKING A UNIVERSITY VEHICLE AT HOME REQUIRES PRIOR WRITTEN AUTHORITY FROM TRANSPORTATION SERVICES AND THE AUTHORIZING DEPARTMENT.*

Authorization

As the Authorizing Authority for (Department) _____, with responsibility for the lease of University Vehicle (License Number) _____, I have determined that it is cost effective and in the best interest of the University for (Authorized Driver) _____ to take this vehicle home overnight on (Dates) _____ in conjunction with assigned duties and official use of the vehicle.

Printed Name _____ Campus Telephone _____

Signature _____ Date: _____

Noted & Approved (Transportation Services) _____ Date: _____

UCCS Administrative Policy 400-007

Attachment A: *AUTHORIZATION TO TAKE UNIVERSITY VEHICLE HOME OVERNIGHT*