



# VEHICLE USE AGREEMENT

State Form 34193 (R5 / 12-04)

DEPARTMENT OF ADMINISTRATION  
OPERATIONS DIVISION - STATE MOTOR POOL  
601 W. MCCARTY STREET, SUITE 125  
INDIANAPOLIS, IN 46225 (317) 232-1378

Date of request	Commission number	License number
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A travel log for each permanently assigned vehicle must be submitted to the Motor Pool Accounting Section by the 10th working day of each month.

Type of assignment (*check one*)  
 Temporary     Permanent

**INSTRUCTIONS: Form must be completed with typewriter.**

Name of department or agency		Year	Make	Vehicle purchase price
Division and account number	Telephone number	Model	Vehicle identification number	
Name of driver		Driver's job classification		
Address ( <i>number, street, city, state and ZIP code</i> )		Driver's license number	Date of birth	

Location official station	
Location of vehicle off duty parking lot	Distance from vehicle off duty parking to official station
Distance from home to official station	Distance from home to State Office Building
NOTE: If location of vehicle off duty parking differs from location of official station, a statement of justification is required. Use attachment.	

Time out <input type="checkbox"/> AM <input type="checkbox"/> PM	Time in <input type="checkbox"/> AM <input type="checkbox"/> PM
Date vehicle issued	Date vehicle returned
Ending mileage	
Beginning mileage	
Total days used	
Dispatcher	

Lease rate	
Purpose of travel / Destination	
Number of passengers	Type of cargo transported
Vehicle damage ( <i>at time of issuance or turn-in</i> ) repairs required	

**User agency agrees to the following:**

1. Agency head or designee assumes responsibility for monitoring vehicle use by the assigned driver(s) with regard to compliance with existing state laws, rules, regulations, and guidelines.
2. It is understood by the agency head and assigned driver(s) that this vehicle is NOT to be operated for any personal uses including, but not limited to, commuting or the transporting of other than state employees or agency clients on official business.
3. When not in use on official business (*e.g. holidays, weekends, overnight*), this vehicle is to be parked adjacent to the driver's official station. Any exception to the parking stipulation must be justified by attachment (*e.g. law enforcement personnel on 24-hour duty call*).
4. Maintenance of the vehicle according to manufacturer's specifications and keep vehicle road-worthy and clean.
5. The State of Indiana assumes no responsibility for the safety or security of private property left on the premises.

I do hereby certify that I will abide by the policies and requirements of the Indiana State Motor Pool.	Signature of department head requesting vehicle for assignment
Signature of driver	