



# VEHICLE USE AGREEMENT

State Form 34193 (R6 / 5-21)  
 DEPARTMENT OF ADMINISTRATION  
 OPERATIONS DIVISION - STATE MOTOR POOL  
 601 WEST MCCARTY STREET, SUITE 125  
 INDIANAPOLIS, IN 46225 (317) 232-1378

Date of request <i>(month, day, year)</i>	Commission number	License number	
Type of assignment <i>(check one)</i> <input type="checkbox"/> RENTAL <input type="checkbox"/> REASSIGN			
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		Employee Identification

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 <i>(month, day, year)</i>	
Date vehicle returned <i>(month, day, year)</i>	
Beginning mileage	Ending mileage
Total days used	
Person Assigning Vehicle	

Lease Rate	
Purpose of Travel / Destination	
Number of Passengers	Commission number in Fleet Service shop for repair
Vehicle damage (at time of issuance or turn-in) repairs required	

User agency agrees to the following:

- 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.
- 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.
- 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*).
- Maintenance of the vehicle according to manufacturer's specifications and keep vehicle road-worthy and clean.
- The State of Indiana assumes no responsibility for the safety or security of private property left in the vehicle.
- Agency head or designee assumes responsibility for any damage caused to vehicle.
- Agency head or designee assumes responsibility for any fuel used.

I do hereby certify that I will abide by the policies and requirements of IDOA Fleet Service.

Signature of driver	Signature of department head requesting vehicle for assignment
Printed name of the driver	Printed name of department head