



## Special Use Request for Zipcar and Shared Fleet Vehicles

Employee Name: \_\_\_\_\_  
Department Name: \_\_\_\_\_  
Employee Phone #: \_\_\_\_\_  
Employee Email: \_\_\_\_\_

### **Request Type**

Zipcar \_\_\_\_\_ Shared Fleet Vehicle \_\_\_\_\_

Reservation Start Date: \_\_\_\_\_ Reservation Start Time: \_\_\_\_\_

Vehicle Return Date: \_\_\_\_\_ Vehicle Return Time: \_\_\_\_\_

Reason for Use Outside the Hours M-F, 7am-7pm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bureau of Administration Signature

\_\_\_\_\_  
Date