

<b>MOTOR VEHICLE TRIP TICKET</b>		<i>INSTRUCTIONS: You are responsible for reporting vehicle defects and accidents immediately.</i>	
Please read all instructions carefully.			
NAME OF <i>ALL</i> DRIVERS:	DESTINATION	VEHICLE TAG NO.	
	PHONE NO	TYPE OF VEHICLE	
SIGNATURE OF SUPERVISOR / MANAGER:		<i>"I have authorized the driver signing below to use this vehicle for official business only."</i>	
▶			
DATE ISSUED	TIME OUT	MILEAGE OUT	
DATE RETURNED	TIME IN	MILEAGE IN	
Was the vehicle involved in an accident while in your custody?  <input type="checkbox"/> YES <input type="checkbox"/> NO	COMMENTS:		
<i>This vehicle will be used for official government business only. I have reviewed and complied with SAIC-Frederick, Inc., STANDARD OPERATING PROCEDURE, Use of Government-Owned and -Leased Vehicles.</i>			
SIGNATURE OF DRIVER:			
▶			

### Instructions to Operators of Government Vehicles

Employees who authorize or use a government vehicle for purposes other than official government business will be subject to disciplinary action up to and including termination.

Use of a government vehicle for transportation between home and place of work is not permissible.

Passenger(s) may be transported in a government vehicle while conducting official government business only. Transportation of non-official passengers (spouses, children, etc.) in a government vehicle is prohibited.

Report all accidents. Complete Standard Forms 91 and 94. Guidance for accident reporting can be obtained from Fleet Services.

Always keep vehicles locked when not in use.

When driving a government vehicle the motor vehicle operator must have in his/her possession a (1) valid driver's license, (2) valid NIH identification card, and (3) an SAIC-Frederick, Inc., Motor Vehicle Trip Ticket (this form).

Drivers of government vehicles are responsible for traffic and parking violations they incur.

Drivers and passengers are required to use seat belts when operating government vehicles.

Smoking and eating is prohibited in all government vehicles.

The use of cell phones is prohibited while driving government vehicles.