

FLEET SERVICES
Facilities Management
University of California, Irvine
19172 Jamboree Boulevard
Irvine, CA 92612-2501
F: (949) 824-1069

P: (949) 824-5535

E-mail: fleet@uci.edu

VEHICLE RESERVATION FORM

Customer Information

Please enter complete information. Confirmation of your reservation(s) will be emailed to the primary department contact and vehicle drivers when established.

Department Name: _____ Account/Fund/Sub #: _____

Department Contact Name: _____ P: _____ E-mail: _____

• Driver #1 Name: _____ E-mail: _____

• Driver #2 Name: _____ E-mail: _____

• Driver #3 Name: _____ E-mail: _____

Authorized by (Printed Name): _____ P: _____ E-mail: _____

Reservation Information

All rentals may be picked-up from Fleet Services between 7:00am – 3:00pm, Monday – Friday. After-hours and weekend rentals may be arranged. Please contact Fleet Services for more information.

• Begin Date: _____ • Begin Time: _____

Are you picking up your vehicle after-hours or on the weekend?

• End Date: _____ • End Time: _____

Yes No

Purpose (University Business Only): _____

Destination (City/State): _____

Special Requirements/Notes: _____

Vehicle Information

Please indicate the number of vehicles you need next to the vehicle type below. Availability for Fleet Services-owned vehicles is limited, please call ahead.

SEDANS	#	VANS	#	TRUCKS / SUV'S / BOX TRUCKS	#
Compact Sedan Fleet Services-owned (1 vehicle only) 4 passengers, including driver	_____	Mini Van Fleet Services-owned (1 vehicle only) 7 passengers, including driver	_____	Small Pick-Up Truck Fleet Services-owned (3 vehicles only) 2 passengers, including driver	_____
Compact Sedan Vendor-owned 4 passengers, including driver	_____	Mini Van Vendor-owned only 7-8 passengers, including driver	_____	Large Pick-Up Truck (extended cab) Vendor-owned only 4 passengers, including driver	_____
Mid-Size Sedan Vendor-owned only 4 passengers, including driver	_____	Medium Passenger Van Fleet Services-owned (1 vehicle only) 9 passengers, including driver	_____	Mid-Size SUV Vendor-owned only 4-5 passengers, including driver	_____
Full-Size Sedan Vendor-owned only 4-5 passengers, including driver	_____	Full Size Van Fleet Services-owned (1 vehicle only) 12 passengers, including driver	_____	Large SUV Vendor-owned only 7-8 passengers only	_____
		Full-Size Van Vendor-owned only 12 passengers, including driver	_____	Luxury SUV Vendor-owned only 4-5 passengers, including driver	_____
		Cargo Van Fleet Services-owned (1 vehicle only) 2 passengers, including driver	_____	Small Box Truck (NO lift gate) Fleet Services-owned 2 passengers, including driver	_____
		Cargo Van Vendor-owned 2 passengers, including driver	_____	Box Truck (with lift gate, 16 or 24 feet) Vendor-owned only 2 passengers, including driver	_____