

**MISSOURI STATE UNIVERSITY  
SERVICE VEHICLE PARKING PERMIT  
REQUEST FORM**

Department Name: \_\_\_\_\_ Employee Name: \_\_\_\_\_ M # \_\_\_\_\_

I understand that service vehicle parking permits are provided for employees whose responsibilities require them to use their personal vehicle to perform official, University-related duties on/off campus. Employees must be full-time staff or faculty and have a regular University parking permit (reserved, commuter, etc.) to be eligible to receive a service vehicle parking permit. (Waiver of criteria is at the discretion of the Director of Safety & Transportation.)

The employee listed above meets one or more of the following criteria (check the appropriate box(es) listed below):

- Employee is required to respond to emergencies and critical incidents on campus in their personal vehicle.
- Employee is required to make unscheduled deliveries on campus in personal vehicle
- Employee is required to make occasional money drops at the Bursar's office in personal vehicle.
- Employee is to act as a courier for department and use personal vehicle for such deliveries.
- Employee is required to routinely carry tools and/or equipment that cannot easily be carried by one person.
- Employee's position requires immediate access to all areas of campus.

The employee listed above has been instructed that:

- Service vehicle parking permits may only be used while the employee is performing official, University-related duties. It may not be used as a substitute for a standard parking permit for the employee's personal vehicle.
- Service vehicle parking permits are valid in all individually signed service vehicle parking spaces, as well as non-signed parking spaces in all other parking lots, except metered spaces.
- Service vehicle parking is limited to two hours.
- The employee will be responsible for any parking violations he/she receives while using their service vehicle parking permit.

Please charge the above service vehicle parking permit to budget number \_\_\_\_\_  
(permit is \$150).

By my signature I agree to abide by Service Vehicle regulations as outlined above.

Employee (Printed Name): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor (Printed Name): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Safety & Transportation Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Service Vehicle Parking Permit Requests must be delivered to Parking Administration, 700 E. Elm. Employee must complete a Vehicle Registration Form and pick up their permit from Parking Administration.