

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

Department Name: _____ Date: _____

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.

The employee listed above meets one or more of the following criteria listed below (please check all that apply):

- 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 can't easily be carried by 1-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 2-hours.
- The employee will be responsible for any parking violations he/she receives while using their Service Vehicle parking permit.

Please charge the Service Vehicle parking permit to a budget number.

Budget Number: _____.

Permit will be charged at the current Board of Governors approved fee schedule for the Service Vehicle parking permit.

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

Employee (Printed Name): _____ Signature: _____ Date: _____

Supervisor (Printed Name): _____ Signature: _____ Date: _____

Transportation Manager Signature: _____ Date: _____

Service Vehicle Parking Permit Requests may be emailed or sent to Parking Services Office at 700 E. Elm.
Employee must complete a Vehicle Registration form and pick up their permit from the Parking Services Office.