

Bean Museum Truck Request Form



Monte L. Bean
Life Science Museum
Brigham Young

Bean Museum Truck-use Policy

The museum truck (4-wheel drive GMC club cab with camper shell) is available for subsidized rental to faculty curators and collections managers (or their graduate students) for the purpose of collecting museum voucher specimens that will be accessioned and catalogued into the research collections of the MLBM as a priority. The mileage charge is \$0.30 per mile. Please make reservations for using the truck with Patty Jones.

To insure that the vehicle is available to the most people during the peak field season of April-August, the following conditions will apply:

1. A reservation may not be made more than three months in advance.
2. A reservation may not be for longer than two weeks unless there are extenuating circumstances.
3. Reservation requests should also be made via email to the Director and Associate Director and should include the inclusive dates needed, purpose of the trip, and account number for the mileage charge.
4. The truck must be checked out between 8:00 am and 5:00 pm, Monday-Friday. An after hours location to drop off the keys and use form (see below) will be designated.
5. A gas card will be provided and the person(s) using the truck will turn in the gas receipts as well as a form (vehicle mileage slip) listing the beginning and ending odometer readings, servicing and repair needs, etc., when returning the vehicle keys.
6. The truck should be clean (vacuumed and wiped down on the inside and washed on the outside) when returned. If the truck is not cleaned prior to being returned, the user will be charged a \$100.00 cleaning fee.

Driver Information

Name of Driver _____
Email Address _____
Phone _____
Department _____
Position _____

Travel Information

Dates Requested _____
Travel Destination _____
Number of Passengers _____
Pick-up Time _____
Drop-off Time _____
Travel Application # _____
Account Number (Mileage Charge) _____

Purpose of Trip

Policy Agreement & Signature

I have read and agree to the "Bean Museum Truck-Use Policy" (stated at the beginning of this form).

Electronic Signature

(Typing your name is equivalent to a physical signature)

Date

Please Email Completed Form to Patty Jones Patty_Jones@byu.edu