

Travel Itinerary

The driver shall file a proposed itinerary and list of all passengers with the University of Oregon Police Department before departing on a trip away from campus. No itineraries may be planned that include driving between the hours of midnight and 4 a.m. (OAR 571-010-0110). **Travel Itinerary Notes:**

- Vehicles must be equipped with Emergency Trip-kits while on University business travel. Departments are responsible for providing trip-kits prior to departure.
- Van training required if driving state owned van, contact Environmental Health & Safety at 346-3192 for scheduling.
- Drivers on University business travel are expected to observe all posted speed limits and to operate their vehicles in accordance with all applicable laws and state regulations.

If you have any questions about travel itineraries please call UOPD Dispatch at 541-346-2919.

Fax to UOPD CERC 541-346-8199

Driver Information

Name: _____ Department: _____
E-mail: _____ Phone: _____

EMERGENCY CONTACT

Name: _____ Phone: _____

Vehicle Information

Vehicle License: _____ State _____ State Owned Borrowed
Vehicle Owner (If not State Owned): _____ Rental Owned

Trip Information

Purpose of Trip: _____
Departure Location: _____ Departure Date/Time: _____
Arrival Location: _____ Arrival Date/Time: _____
Returning Date: _____ Return Time: _____

Passengers

Other Certified Drivers

