REQUEST FOR USE OF VEHICLE

Date of Request _______

NAME: DEPARTMENT: Click here to enter text.

DATE(S) NEEDED Click here to enter a date. DESTINATION:

NUMBER OF PERSONS GOING: NUMBER OF VEHICLES REQUESTED:

NAMES OF DRIVERS:

PICKUP: Click here to enter a date. RETURN: Click here to enter a date.

PURPOSE FOR USE

*All drivers must possess a valid California driver’s license. **No student shall drive a District vehicle.** Vehicles are to be driven only to and from the destination of college business and are not to be driver to other destinations. Vehicles are not to be kept overnight except for out of town business, which should be noted on this form. Vehicles are not to be checked out the night before a trip. Vehicles may not be kept at the driver’s house overnight. Any exception must be approved by the Vice President of Administrative Services

________________________________________

ESTIMATED TOTAL MILEAGE:

USE APPROVED BY: ________________________ ________________________

Signature Date

Use of vehicle requires approval of Dean or designee

______________________________

COMFIRMATION

VEHICLES ASSIGNED Scheduled by Choose an item.

PICKUP: ________________________ ________________________

Signature Date

PLEASE NOTE: For any Athletic Department team travel a team member roster should be submitted each time a vehicle is picked up for an event. Any field trips taken by students in District vehicles should also have a roster available. Any staff member who has coordinated a field trip or athletic event is responsible for submitting a roster of names, a waiver for each student, and an itinerary for the trip. Should an emergency arise, it is imperative that we have access to as much information as possible.