



Transportation Request

Department	Requested By	Office Ext. & Cell Phone

Date/Time of Departure	Date/Time of Return	Destination (Incl. Address, City)

Total # of Passengers Per Trip	Transporting Luggage? Equipment?	Estimated Mileage-Required

# of Vans Reserving	Van & Driver #1	Van & Driver #2	Van & Driver #1

All drivers must be approved two weeks prior to trip

Passenger List		
1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.

Approval Required*			
Dean, Director or Manager	Facilities Services	Credit Card Issues	Van Assigned

Please Submit Original and One Copy to Facilities Services

DISCLAIMER:

*The request for District vehicle must be made two weeks in advance of the date of use by submitting a Transportation Request form to Facilities Services.

*Authorized driving personnel faculty or staff only, no student drivers.

*New driver application must be submitted two weeks prior to your schedule trip.

*Vehicles are not allowed to be left overnight in residential areas.

*All vehicles must be returned in clean condition.

*Upon returning, keys and gas receipts must be turn in at all times.

*Maximum trip mileage is 200.