



Río Hondo Community College District

Vehicle Request Form

To be used to request a District-owned vehicle. Today's date is: ___ / ___ / ___.

Note: District-owned vehicles are for official business only. All District-owned vehicles are to be driven directly from campus to the destination and returned directly after the activity has concluded. District-owned vehicles are not allowed to be kept overnight at an employee's residence. Neither drivers nor passengers are allowed to ride in a District-owned vehicle if they are under the influence of controlled or uncontrolled substances.

1. Requestor and Budget Information				
Requesting employee's full name:		Division/Department:		
Phone:		Email:		
Charge to:				
<input type="checkbox"/> RHC District	<input type="checkbox"/> RHC Foundation	<input type="checkbox"/> Grant	<input type="checkbox"/> Division/Department	
<i>Account String for trips of 200+ miles (current year's IRS Mileage Rate will be used to calculate the total):</i>				
Account string:				
2. Destination Information				
Destination name:		Phone:		
Street address:		City, state, and zip code:		
Purpose of trip:		Is this trip related to a grant?		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>If "yes" to the grant-related question, the use of a District-owned vehicle or vehicles for any grant purpose or activity will be charged to the grant as mileage.</i>				
Name of grant:				
3. Trip Information				
Date of departure:	Time of departure:	Date of return:	Time of return:	
Drivers' full name:	Driver's mobile phone:			
Cargo to be transported, if any:		Is this trip out of state?		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>If "yes" to the out-of-state question, the driver listed above must be approved by the Río Hondo College Board of Trustees.</i>				
Date of Río Hondo College Board of Trustees approval:				
4. Required Signatures				
<i>By signing this form, the requesting employee attests that the field trip forms have been completed and filed with the employee's division/department office. The employee is fully responsible for any traffic violations, parking tickets, tolls, or related fees.</i>				
Requesting employee:			Date:	
Requesting employee's Dean/Director:			Date:	
Appropriate Vice President:			Date:	
Assistant Director of Human Resources:			Date:	
Administrative Assistant I - Facilities Services (Initials):			Date:	
<i>For Office of Human Resources Use Only</i>				
Vehicle#	DL#	DL exp:	DMV points:	Report Date: