



Facilities Planning & Management
Vehicle Request Form

Departure Date: _____ Return Date: _____

Departure Time: _____ Return Time: _____

Driver(s) Name: _____

Driver(s) License Number: _____

Destination: _____

Purpose: _____

Estimated Round Trip Mileage: _____ @ \$ 0.31 per mile

Requestor Signature: _____ Date: _____



Approving Authority Signature: _____

Faculty Advisor (if applicable): _____

Budget Number to be Charged: _____



PROCEDURES & POLICY: All Academic requests shall have first priority on van usage. Requests are on a first call/first served basis. Tentative reservations may be made via phone at ext 5127 or 5106. However, receipt of a completed Vehicle Request Form in the Facilities Office is required to confirm delivery. All Vehicle requests must be made at least three (3) weeks prior to usage. Only Academics may reserve the vehicle for consecutive days/weeks. All others may only reserve/use vehicle for a maximum of 24 hours. Students are not considered to be authorized drivers.

The single college van has seating capacity of seven (7) passengers, including the driver. Any transportation requirements in excess of seven (7) passengers should contact Purchasing to make other arrangements.

Vehicle keys may be signed out at the Security Building. All requestors shall be charged a fuel and maintenance fee per mile at the rate indicated above. Vehicle is supplied with a full tank of gasoline. Topping off the tank is not required before returning to the college. Additional gasoline purchased during travel shall be charged to the budget indicated above. Failure to properly cancel a scheduled usage provides a hardship for other potential users. For this reason, failure to provide at least 24 hours cancellation notice shall result in a \$35.00 penalty charge.

Students are not considered to be authorized drivers of college vehicles.

Signature of this report is acceptance to backcharge for any or all of the above charges.