

OFFICE OF FACILITIES MANAGEMENT

VEHICLE USE REQUISITION

Reservations to use the College's passenger vans are made *in writing only* on a first-come, first-served basis. Please complete and submit this form to the Office of Facilities Management (PO 117) *at least three working days* prior to the date required. Requests received less than three working days before the date required may be honored (schedule permitting), but vehicle preparation will not be guaranteed. Telephoning ahead to check on vehicle availability is recommended.

*Date Vehicle Required: _____ *Time: _____

*Date Vehicle Returned: _____ *Time: _____

*Number of Persons to Be Transported: _____ (See vehicle capacity chart listed below.)

*Destination: _____

*Purpose: _____

Special Instructions: _____

****Required fields:** If form is not completed properly it will be returned or declined.

***Note:** It is the responsibility of the requisitioner to allow only the licensed drivers listed below to operate the vehicle.

*Names & Driver's License Numbers
(of all drivers)

*1 _____

*DL# _____ Exp. date _____

*2 _____

*DL# _____ Exp. date _____

*3 _____

*DL# _____ Exp. date _____

Date of Request: _____

*Requested By: _____

*Campus Address _____ * Phone _____

*Approved By: _____

(Dean/Director)

Vehicle Capacities:

Handicap Van (5 average-sized persons)

Large Van (12 average-sized persons)

Small Van (8 average-sized persons)

FACILITIES MANAGEMENT USE ONLY

Vehicle Assigned: _____ By: _____ Date: _____