

Office of the Physical Plant

Vehicle Request Form

Availability can only be guaranteed if completed request form is received

**at least 2 weeks** prior to departure.

|  |  |
| --- | --- |
| Date Submitted |       |
| Department |       |
| Department Account # |       |
| Department Chair’s Signature*(REQUIRED)* |       |
| Division Vice President’s Signature*(REQUIRED)* |       |

Trip Information

|  |  |  |  |
| --- | --- | --- | --- |
| Departure Date*(REQUIRED)* |       | Departure Time*(REQUIRED)* |       |
| Return Date*(REQUIRED)* |       | Return Time*(REQUIRED)* |       |
| Contact Name |       | Contact Phone # |       |
| Purpose of Trip |       |
| Destination (City)*(REQUIRED)* |       |
| Driver(s) Name |       |
| Number of Participants |       |

**Driver Requested**: [ ]  Yes [ ]  No **EZ Pass Requested**: [ ]  Yes [ ]  No

Notes:

* All drivers MUST BE 25 YEARS or older
* Vans are available on a first come, first served basis
* All drivers must be pre-registered with the Physical Plant Fleet Coordinator
* All vehicles will be inspected when signed out and when returned
* All vehicles can be picked up one (1) hour prior to departure time unless otherwise notified
* Contact Terrence Davis, Fleet Coordinator, at extension 7113 with any questions
* Fax completed form to extension 7863 or 8063
* Office hours are 8:00 am to 4:30 pm.