

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: |  |
| Division Vice President’s Signature: |  |

Trip Information

|  |  |
| --- | --- |
| Departure Date/Time: |  |
| Return Date/Time: |  |
| Contact Name and Phone Number: |  |
| Purpose of Trip: |  |
| Destination (city): |  |
| Number of Participants: |  |
| Driver(s) Name: |  |
| Driver(s) Name: |  |

**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 vehicles will be inspected when signed out and when returned.
* All vehicles can be picked up 1 hour prior to departure time unless otherwise notified.
* Contact Terrence Davis, Fleet Coordinator, at extension 7113 with any questions.
* All drivers must be pre-registered with the Physical Plant Fleet Coordinator.
* Fax completed form to extension 7863.
* Office hours are 8:00 am to 4:30 pm.

cc: Public Safety