



College Vehicle Use Form

(Vehicles are reserved on a first-come, first-served basis)

Part I - REQUEST - TO BE COMPLETED BY TRIP SPONSOR

1. Date of Request	_____
2. Organization	_____
3. Purpose of Trip	_____
4. Destination	_____
5. Departure Date	_____
6. Time	_____
7. Return Date	_____
8. Time	_____
9. Number to be transported	Students _____ College Employees _____ Other _____
(Contact the office of Administrative Services if any riders fall into the "Other" category.)	
10.	<input type="checkbox"/> pre K-12 students (including dual-enrollment, athletic recruits etc.) will be transported.
	<input type="checkbox"/> pre K-12 students will not be transported.
I understand that if pre K-12 students are transported that the driver <u>must</u> possess a Commercial Drivers License (CDL) with passenger (P) and student (S) endorsements regardless of the vehicle used.	
11. Vehicle requested (Check One)	
	<input type="checkbox"/> Bus #1 White (35 plus driver) CDL Class A or B with P & S endorsements required.
	<input type="checkbox"/> Bus #2 White (37 plus driver) CDL Class A or B with P & S endorsements required.
	<input type="checkbox"/> Mini-Bus #4 (25 plus driver) CDL Class A, B or C with P & S endorsements required.
	<input type="checkbox"/> Van (14 plus driver) 5 passenger minimum required. CDL A, B, or C with P & S endorsements required to transport pre-K through grade 12 students
12. Driver's Name:	_____
License No., Class & Endorsements:	_____
13. Sponsor's Approval. I attest that the information contained is true and correct and any changes shall be submitted for approval consistent with the original process <u>prior to the use of the vehicle.</u>	
Signature	_____ Date _____

Part II - Approval and Reservation of Vehicle – To Be Completed by Property/Inventory and Records Coordinator

Signature	_____
Date	_____

Part III – Trip Report – To Be Completed by Driver/Sponsor/Sponsor's Designee

17. Beginning Odometer	_____
18. Ending Odometer	_____
19. Total Miles	_____
20. Credit Card	_____
21. Needed Repairs/Comments	_____
22. Driver/Sponsor/Sponsor's Designee Signature _____ Date _____	
I attest that only the driver listed in Part I, 12 will drive the vehicle and I accept responsibility for the college credit card listed.	

Directions:

1. Sponsor shall complete Part I and turn into the Office of Property Records.
2. Property/Inventory and Records Coordinator shall approve (contingent upon availability) and reserve vehicle.
3. The Driver/Sponsor/Sponsor's Designee must pick up this form, keys, vehicle and gas credit card at the Physical Plant Office on the departure date, or sooner if departure is before/after normal business hours.
4. Upon return, Part III shall be completed and returned immediately, along with keys, vehicle, credit card and credit card receipts to the Physical Plant office. If it is outside of normal business hours all items must be returned immediately upon the office opening on the next business day.