

## VEHICLE REQUEST FORM

**Read this first:**

- We can only make tentative holds for vehicles by phone.
- **Requests made less than two business days before the vehicle pickup date are subject to a \$50 late fee.**
- This document must be fully completed and returned before any reservation is confirmed.
- There will be a vehicle daily minimum charge for cancellations done less than 2 business days before the trip.
- All drivers must be approved by the transportation department.
- All drivers must have a current (less than a year old) MVR on file with the transportation department.

I have read and agree to the above statements. Please initial: \_\_\_\_\_

Department/Organization: \_\_\_\_\_ Date submitted (Today's date): \_\_\_\_\_

Name & Title of Person requesting reservation: \_\_\_\_\_

Contact phone number: Office: \_\_\_\_\_ Cell (required): \_\_\_\_\_

Faculty/sponsor going on the trip: \_\_\_\_\_ Cell: \_\_\_\_\_

IDC # to Charge: \_\_\_\_\_ Credit Card: \_\_\_\_\_

Number of people traveling: \_\_\_\_\_

Preference of vehicle: **Minivan** (7 passengers including driver):  How Many  
**Large van** (12 passengers including driver):  How Many  
**Minibus** (15 passengers including driver):  How Many  
**Pickup truck:**   
**Trailer:**  4'x6'  6'x10'  7'x14'  7'x16'  car trailer

Name and cell number of driver(s): \_\_\_\_\_

Vehicle(s) pick up: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Vehicle(s) Return: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Destination: \_\_\_\_\_

When you have