

NOTE: All travel requests are to be sent to the Business Office prior to travel per AP & BP 7400. **This form is for the District Vehicle Request and Gas Card ONLY.** The use of District-owned vehicles by employees shall be limited to transacting official District business. The use of such vehicles for personal convenience is prohibited. When not in use for District purposes, all District-owned vehicles shall be parked on College premises in a location designated for that purpose.

A VALID DRIVER'S LICENSE MUST BE PRESENTED AT THE TIME OF VEHICLE & GAS CARD CHECKOUT

CONTACT INFORMATION

Contact Name: _____
First Last

Contact Information: _____
Phone Number (cell phone) Email Address

Department/Division: _____
Name

TRIP INFORMATION

Schedule: _____
Departure Date & Time Return Date & Time

Destination _____
 Location /Address: _____

Out of District _____
District Service Area Map on Reverse Side for Reference

Total Number of Passengers: _____ **Chrome River Pre-Approval #:** _____
Including Driver (as applicable)

VEHICLE, GAS CARD & DRIVER INFORMATION

Please return vehicle with a full tank of gas. Driver and Gas Procurement Card Agreement is required. Only District employed personnel (not student workers) will be granted the right to operate a District vehicle off-campus.

- | | | |
|--------------------------------|--|---|
| AVC Driver Requested: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Vehicle or Gas Card Requested: | <input type="checkbox"/> Gas Card | <input type="checkbox"/> 10 Passenger Van (9 + driver) |
| | <input type="checkbox"/> 6 Passenger Mini Van (5+driver) | <input type="checkbox"/> 25 Passenger Bus (AVC Driver Required) |
| | <input type="checkbox"/> 8 Passenger Van (7 + driver) | <input type="checkbox"/> 32 Passenger Bus (AVC Driver Required) |
| | | <input type="checkbox"/> Other _____ |

AUTHORIZATION

Supervisor: _____
Name Signature Date

*** SUBMIT SIGNED AND COMPLETED FORM VIA THE FACILITIES SERVICES WORK REQUEST SYSTEM.**

DISTRICT SERVICE AREA MAP

