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To: MSJC Facilities M & O Dept. (SJC or MVC) _____ Date: _____

From: _____ Ext: _____

Department: _____ Ext. _____

Please charge to: a) District _____ b) SGA/ Foundation _____ c) Grant (see below)

District Budget Code or other Account Number: _____ 5210

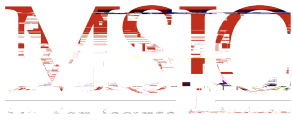
Approval: (Supervising Dean) _____ Date: _____

Destination: _____

Address: _____

City/ State/ Zip Code: _____ Phone # _____

Purpose of t _____



VEHICLE REQUEST INSTRUCTIONS

Originator must complete all sections, with the exception of approval and office use section. Secure written approval from the Supervising Dean. No vehicle will be reserved for use until all information is provided. All incomplete requests will be returned to the originator without action.

Trip Information

- D Specify destination name, address, and city.
- E Provide cell number for drivers and passengers to be reached in the event of an emergency.
- F Specify purpose of trip (i.e. workshop, meeting, field trip, etc.)
- G Provide a roster of all passengers, including driver. Please note the request will not be processed without a roster attached and will be returned to requestor.
- H Specify any bulk cargo to be transported.
- I Specify date(s) and time(s) of planned departure and return.
- J Identify driver – MUST be a District Employee and approved prior to driving District Vehicle.
- K All vehicle requests that are grant related will not be processed or approved without an account code.
- L Keys must be picked up and signed for by the authorized driver only.

NOTE:

MSJC District Vehicle Policy #AP6530 requires that all District Employees that will be utilizing District Vehicles participate in the Department of Motor Vehicle Pull Notice Program and must have completed the online safe driving training session through the district's third party administrator. The requesting Department is responsible for all fees associated with Driving Record Information (printout). If the requester chooses to receive their printout via DMV Office the fee associated is \$5.00, if the requester utilizes the online option the fee is \$2.00. Fees are developed and managed by DMV Office.

A \$25.00 cleaning fee will be charged to the using department for any vehicles that requires a special cleaning or for trash that has not been removed from vehicle.