**Ventura College - Vehicle Request 2017**

Date of Request (The date of this form)

Employee Submitting Request

Daytime Phone Cell Phone

Department/Division Destination

Purpose of Trip

Number of 12 passenger vans needed

**Departure Date/Time** **Return Date/Time**

Name of Authorized Drivers (Note – non-district employees are not allowed to drive)

1 Driver License Number/State

2 Driver License Number/State

3 Driver License Number/State

4 Driver License Number/State

Signature of person requesting vehicle

Signature of Supervisor/Manager

Signature of Employee Authorizing Reservation

**A COPY OF THIS FORM WILL BE RETURNED TO YOU VERIFYING YOUR REQUEST**

Please read the attached VCCCD Risk Management Department Vehicle and Transportation Procedures.

Directions: Complete request and return to:

* + Nancy Fredrickson, x 6136 ( [nfredrickson@vcccd.edu](mailto:nfredrickson@vcccd.edu)) for **Athletic Dept.** reservations
  + Eloisa Limon x 6462 (elimon@vcccd.edu) or Maureen Jacobs x 6354 ([mjacobs@vcccd.edu](mailto:mjacobs@vcccd.edu)) for all other Ventura College Departments
* Upon approval - Call Business Services x 6462 or x6354 to arrange pick up of van keys and

fleet gas card.

* **If this is a Field Trip, please include a copy of the signed and approved Field Trip/Excursion Request form.**
* Be sure to allow enough time for you to fuel the vans if needed.
* Vans are located in the “V” lot just west of the Athletic Event Center.
* Please return them in the same marked location with a **full tank of gas, clean and locked.**
* **Keys, credit cards, and credit card receipts must be returned to Business Services during business hours on the day of return or the first thing the following morning.**