

Transportation Request

**Must be submitted at least 5 business days prior to need**

|  |  |
| --- | --- |
| Destination |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date(s) Needed |  | Between the hours of |  | & |  |
| \*Will this vehicle be used to transport students?  (If **YES**, a list of students attending must be attached) | | | Yes [ ] No [ ] | | |
| How many vehicles are needed to accommodate everyone? | | |  | | |

|  |  |
| --- | --- |
| **DEPARTMENT** |  |
| **REQUESTED BY** |  |
| **DATE** |  |

**Upon appropriate departmental approval, please place request in the Maintenance mailbox.**

|  |  |  |  |
| --- | --- | --- | --- |
| Vice President Approval |  | Date |  |

1. Someone from Maintenance will call you to let you know when your Vehicle Request Form has been received.
2. After the schedule has been checked for availability, someone from Maintenance will call you to *confirm whether or not* a vehicle has been reserved for you.  This may be several days or more from when you received the first call letting you know that your request had been received.  This confirmation call will be fairly close to the date you actually need the vehicle.
3. Maintenance will deliver the keys and a trip packet to you before your scheduled trip
4. *When you return from your trip, leave the vehicle in the parking lot directly west of the TM Building (the end of the building in which the Success Lab and Respiratory are located)*

**\*Requests to transport students will be given priority.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vehicle |  | | Date |  |
| Transportation Supervisor | |  | | |

*Revised 01/21/15*