

Vehicle Request Form

Requestor name, phone #, and Email:

Group, Organization, or Activity:

Number of people being transported (attach list of names):

Date and Time for pickup:

Date and Time for return:

Authorized driver's name(s), phone #, and email:

Destination(s) (City/State):

Account number to be charged:

Authorization to charge account/department:

Traveled the pike? yes no

The seven passenger vans (including the driver) are for University related activities and local travel only. The maximum radius is 100 miles without additional approval, in which case, please allow 1 week for additional approvals. A maximum of 3 minivans may be served at one time. Additional vehicle requests will only be considered if there's no interest in the remaining vehicles.

Vehicle requests must be received at least 3 business days in advance. Requests will not be considered unless all the information is complete. If any information is incomplete or missing, the form will be denied and returned to the requestor. All drivers must pass the Defensive Driver Training and provide a valid copy of their driver's license to Facilities Management prior to requesting a vehicle. Vehicles must be picked up by the approved driver listed. Drivers need to show their valid driver's license and the approved copy of this form. If you are picking up or returning a vehicle, the driver(s) must follow the instructions given to them by Public Safety. The University reserves the right to remove any person from the driver list for any reason, including violating the University's policies and procedures.

Cancellations or changes should be made 24 hours in advance. Failure to notify Facilities Management or Transportation Department will result in a usage charge equal to the number of days that the vehicle was requested for (example: 2 days at \$50/day is a \$100 charge). The University also reserves the right to cancel this request with little or no notice due to inclement weather. If the University is closed or classes are cancelled, the van request is cancelled.

Please send all Transportation Requests to Facilities Management, CUB, room #207 or fax to (413) 782-1253. If you have any questions, please don't hesitate to call Facilities at (413) 782-1387 or (413) 782-1737.

(For Internal Use Only)

Vehicle #:	Mileage out:	Mileage in:
Vehicle #:	Mileage out:	Mileage in:
Vehicle #:	Mileage out:	Mileage in:
Vehicle #:	Mileage out:	Mileage in:
Vehicle #:	Mileage out:	Mileage in:

Please list everyone that will be (or could be) on the vans, including the driver(s). Capacity is 7 people per van including the driver. This is **REQUIRED** (attach an additional sheet if more room is needed):

- | | |
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| 1. | 12. |
| 2. | 13. |
| 3. | 14. |
| 4. | 15. |
| 5. | 16. |
| 6. | 17. |
| 7. | 18. |
| 8. | 19. |
| 9. | 20. |
| 10. | 21. |
| 11. | |

Notes:
