MOORPARK COLLEGE
TRANSPORTATION REQUEST

PLEASE PRINT LEGIBLY. THIS FORM MAY NOT BE ALTERED OR TAMPERED WITH IN ANY WAY. ONLY ONE VEHICLE REQUEST IS ALLOWED PER PERSON. THERE IS A LIMIT OF TWO VEHICLE REQUESTS PER EVENT WITH STANDARD AUTHORIZATION. ANY REQUEST FOR MORE THAN TWO VEHICLES REQUIRES WRITTEN AND VERBAL CONFIRMATION TWO WEEKS IN ADVANCE OF THE EVENT. WITHOUT THIS CONFIRMATION, WE CANNOT GUARANTEE THAT MORE THAN TWO VEHICLES WILL BE AVAILABLE.

NAME OF DRIVER_______________________________________ DEPT_______________________ DATE_________________

PHONE NUMBER______________________________EMAIL:______________________________________________________

DESTINATION_____________________________________ PURPOSE OF TRIP_______________________________________

_____ 7 PAS.VAN                _____ 12 PAS. VAN                  _____ 15 PAS.VAN                  _____OTHER______________________

IF REQUESTING A 15 PASSENGER VAN, DRIVERS MUST HAVE A VALID CLASS B DRIVER’S LICENSE.

COPY OF LICENSE ON FILE? YES_____   NO_____

DRIVER IS:   ____FACULTY   ____CLASSIFIED STAFF           ____STUDENT (EATM Only)

NUMBER OF PASSENGERS (Including driver) ________________              CREDIT CARD NEEDED:  YES_____   NO_____

DEPARTURE: Date:________________ Time:________________  RETURN: Date:________________ Time:________________

SIGNATURE OF PERSON REQUESTING TRANSPORTATION_____________________________________________________

SIGNATURE OF DIVISION DEAN/CHAIR______________________________________________________________________

SIGNATURE OF DRIVER____________________________________________________________________________________

NOTE: SUBMIT THE ORIGINAL FORM TO F, M & O. ONLY THE DRIVER OF THE VEHICLE SIGNING ABOVE IS AUTHORIZED TO CHECK OUT OR DRIVE THE VEHICLE, OR USE THE CREDIT CARD. CREDIT CARDS ARE TO ONLY BE USED FOR FUELING DISTRICT VEHICLES.

VEHICLE ASSIGNED________________________

VEHICLE CHECK-OUT

VEHICLE ASSIGNED________________________ CREDIT CARD ____________________________________________

MILEAGE_________________  FUEL : ____E          ____1/4          ____1/2          ____3/4          ____F          GAL____

DRIVER’S NAME (please print)______________________________________________________________________

DRIVER’S SIGNATURE_____________________________________________DATE__________________________

(Updated by the Moorpark College F, M & O Department on July 19, 2011)