

**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 \_\_\_\_\_