

**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 _____