

# VAN REQUEST FORM

Fill out completely and submit to Campus Programs & Organizations at least TEN DAYS in advance of desired usage.

NAME \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

CAMPUS ADDRESS \_\_\_\_\_ EXT. \_\_\_\_\_

ORGANIZATION OR DEPARTMENT \_\_\_\_\_

DATE(S) DESIRED \_\_\_\_\_ DESTINATION \_\_\_\_\_

EVENT/REASON FOR VAN USE \_\_\_\_\_

NUMBER OF VANS NEEDED \_\_\_\_\_

KEYS: PICK-UP DATE \_\_\_\_\_ PICK-UP TIME \_\_\_\_\_ AM/PM

VAN: PICK-UP DATE \_\_\_\_\_ PICK-UP TIME \_\_\_\_\_ AM/PM

VAN: RETURN DATE \_\_\_\_\_ RETURN TIME \_\_\_\_\_ AM/PM

PLEASE CIRCLE ONE: I WOULD LIKE TO REQUEST A 12 OR 15 PASSENGER VAN

NAME OF APPROVED DRIVERS (MUST BE COLLEGE APPROVED, LIST AVAILABLE IN CPO)

VAN NO. 1 \_\_\_\_\_

VAN NO. 2 \_\_\_\_\_

TRIPS WHICH INVOLVE DRIVING SEGMENTS FOR OVER TEN (10) CONSECUTIVE HOURS **REQUIRE** TWO (2) APPROVED DRIVERS PER VAN. WILL THIS TRIP INVOLVE DRIVING SEGMENTS OVER TEN (10) CONSECUTIVE HOURS?

YES  NO

ONLY CURRENT ALBION COLLEGE STUDENTS, FACULTY & STAFF MAY RIDE IN COLLEGE VANS. YOU MAY NOT TRANSPORT ANY COMMUNITY MEMBERS, CHILDREN, ALUMS, VISITORS, OR OTHER GUESTS. I UNDERSTAND AND AFFIRM THAT ONLY CURRENT ALBION COLLEGE STUDENTS, FACULTY OR STAFF WILL BE TRANSPORTED DURING THIS TRIP.

PLEASE INITIAL

I UNDERSTAND THAT IF FOR ANY REASON I NO LONGER NEED THE VAN ON THE REQUESTED DATES ABOVE I WILL NOTIFY CAMPUS PROGRAMS AND ORGANIZATIONS AND CANCEL. I UNDERSTAND THE FAILURE TO CANCEL A RESERVATION MAY CAUSE MY GROUP TO GET BILLED A FINANCIAL PENALTY.

PLEASE INITIAL

Charge -- \$.40 per mile 1/1/11