

REQUEST FOR COLLEGE VEHICLE

This form MUST be completed and returned to the Business Office as early in the semester as possible.

Any changes in date, number of people, time leaving or returning should be reported to the Business Office immediately. You should assume you have transportation for the number of people requested unless otherwise notified. The Business Office reserves the right to assign the appropriate vehicle(s) for your trip.

I, _____, request a vehicle for _____ persons
(NAME) (No.)

for a trip to _____ in _____
(DESTINATION) (CITY, STATE)

on _____ for _____
(DATE) (PURPOSE)

I plan to leave Greenville College at _____ on the above date and
(TIME)

will return **no later than** _____ on _____.
(TIME) (DATE)

_____ I *will* need a gas credit card.

_____ I *will not* need a gas credit card.

*****NOTE TO TRIP SPONSOR: It is your responsibility to make sure that every driver on your trip is aware that they are responsible for the safety of every passenger in their care. Each passenger must be buckled into a seat belt at all times. The vehicle should never be put into gear without first making sure that all passengers are buckled securely.*****

Sponsor's signature _____

The college vehicles are being scheduled constantly. Other people will be using the vehicles before you leave and upon your return. **REMEMBER:** When you pick up a requested vehicle you will expect it to be parked in the Burkhardt Lot.