

REQUESTS FOR:		
Fall	Spring	Summer

FOR OFFICE USE ONLY
No. _____
Date Received _____

Rancho Santiago Community College District Request for use of College Utility Vehicle(s)

Upon *approval* a copy will be returned for your files. The first priority for our vehicles are programs and activities directly tied to instruction and student services. **Requests are accepted one semester in advance.** Please put a complete semester's request on one form.

PASSENGER LIMIT:
Stakebed- 1 plus driver (2 max)
Custodial – 1 plus driver (2 max)

<i>No one other than currently enrolled RSCCD students or staff are allowed to be in or drive district vehicles.</i>
(NO EXCEPTIONS!)

Today's Date: _____

The purpose of the trip is _____

Event or Sport: _____

Requested by: _____
(Authorized District Employee)

Driver's Name <small>(Must be an RSCCD approved employee driver or an approved student driver)</small>	Valid Calif. Operator's License No.	Exp. Date
---	-------------------------------------	-----------

Date of Birth: ____/____/____ 21 years old: Yes No

Driver's Name <small>(Only AUTHORIZED and APPROVED drivers are allowed to drive district vehicles)</small>	Valid Calif. Operator's License No.	Exp. Date
---	-------------------------------------	-----------

Date of Birth: ____/____/____ 21 years old: Yes No

If you have additional drivers, please type the information on a separate sheet and attach to this form.

Person responsible for trip: _____ RSCCD extension number _____

Trip approved by: * _____ Date: _____
(Must be signed by your Dean, Supervisor or Director of Student Services)

*Vehicle Request will be returned/denied without the approved signature

**APPROVAL OF VEHICLE USE IS NOT GRANTED UNTIL
COPY INDICATING APPROVAL IS RETURNED TO REQUESTOR**

*Requestor-Please keep a copy of your submitted request.