



## Facilities Department VEHICLE REQUEST FORM

To request a vehicle from the Facilities Office, please complete the form below. No more than four (4) vehicles will be assigned for any one event or meeting (to transport 36 or more passengers; please submit a requisition to Purchasing Services for a Charter Bus).

Vehicle request forms must be requested well in advance of date-of-use by submitting this form signed by both the Department Chairperson/Director **and** a College Administrator (Dean or Vice-President). For unscheduled trips, please contact the Facilities Office via e-mail [FacilitiesOffice@palomar.edu](mailto:FacilitiesOffice@palomar.edu) for vehicle availability. If a vehicle is available, this request form must be submitted, with all appropriate signatures, prior to pickup.

Only those Palomar College employees cleared by the California DMV and approved by the Facilities Office will be allowed to operate a District fleet vehicle or a leased rental vehicle. It is the responsibility of the employee's supervisor to ensure their drivers have been approved.

Requestor's Name:	Department:
Date:	E-mail:

### PLEASE COMPLETE THE FOLLOWING INFORMATION:

#### ACCOUNT NUMBER

A/C	Fund	Organization	Program	Sub-Class	By	Project/Grant	Bus. Unit

Vehicle(s) Requested:	Indicate how many of each:	
Destination City/State:	Purpose of Trip:	
Pickup date/Time:	Drop off date:	No. of Passengers (including driver):
Primary & Alternate Drivers:		
Authorized Driver(s) Signatures:		
Department Chair/Director Approval	Administrative Approval (Dean or VP)	

#### FACILITIES OFFICE USE ONLY:

Date Received:	Vehicle(s) Scheduled	Approved by: