

**Facilities Office**

**VEHICLE OPERATOR TRIP TICKET FORM**

- Seat belts must be worn at all times by all occupants
- The use of cell phones or personal listening devices while driving is prohibited.
- The use of tobacco in any form is prohibited in all vehicles
- Food and/or beverages other than water are not permitted to be consumed in District fleet vehicles
- Drivers must obey all local and state traffic rules, laws and regulations at all times. Palomar College is not responsible for any moving violations or parking citations received by the driver.

*Upon completion of trip, return vehicle(s) to the Facilities Yard, lock vehicle, shut windows, turn off lights, remove trash and personal belongings and complete this form and return it in the trip packet along with the keys and gas card.*

*All vehicles are equipped with an equipment box, copy of registration and insurance. Please let us know if something is missing.*

**GENERAL INFORMATION**

Vehicle ID: \_\_\_\_\_ Gas Card ID: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_  
Department: \_\_\_\_\_ Destination: \_\_\_\_\_ Return Time: \_\_\_\_\_  
Starting Mileage: \_\_\_\_\_ Ending Mileage: \_\_\_\_\_ Total Mileage: \_\_\_\_\_ No of Passengers: \_\_\_\_\_  
Driver Name(s): \_\_\_\_\_  
Driver Signature(s): \_\_\_\_\_

**DEFECTS**

Note if any of the following needs work and describe problem in the comments section below:

- Brakes
- Wipers
- Check Engine Light
- Defroster/Heater/AC
- Turn Signals
- Horn
- Doors
- Head Lights
- Flashers
- Tires
- Cleanliness
- Other \_\_\_\_\_

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please note if any body damage is present and unaccounted for on the diagram on the back.***

**FACILITIES OFFICE USE ONLY**

Any cleaning required, damages occurred and/or missing equipment will be charged to the Department that reserved the vehicle

Total Miles: \_\_\_\_\_ X Charges Per Miles: \_\_\_\_\_ = ST \_\_\_\_\_ + Misc. Charges: \_\_\_\_\_ = Total Charges: \_\_\_\_\_

Account	Fund	Org/Dept	Program	Sub-Class	Budget Year	Project/Grant	%

Please note if any body damage is present and unaccounted for below.

