

The following form can be filled out **Online**, printed for signatures, then mailed or faxed.

To fill out forms in Acrobat Reader:

- Select the “hand” tool.
- Click on a line or in a box and begin typing.
- Check boxes can be clicked on or off.
- To move from one editable area to the next, use the tab key.
- If you prefer, the “Highlight Fields” option can be selected to show the editable areas on the form, and the zoom tool in the browser can be used to enlarge the form view.
- When printing the form, start with page 2 of this PDF document.
- For best results, we recommend the latest version of Acrobat Reader.



**Community Colleges
of Spokane**

Community Colleges of Spokane FLEET REQUEST

All drivers must have valid driver's license in possession while operating any state vehicle.

Requests must be received at the appropriate dispatch office at least 48 hours prior to the date the vehicle is needed.

Mail to: Fleet Dispatch **MS 1016**

For emergency transportation needs call Ext. 8630.

Today's date _____ Date(s) needed _____

Campus _____ Pick-up time _____

Return date and time _____

Destination _____

* Please check type of vehicle needed:

- | | |
|---|--|
| <input type="checkbox"/> Car | <input type="checkbox"/> 12-Passenger Van |
| <input type="checkbox"/> Pickup | <input type="checkbox"/> Van with RV step |
| <input type="checkbox"/> 8-Passenger Van | <input type="checkbox"/> 12-Passenger Van with DVD player
\$20 additional charge (only 1 in pool) |
| <input type="checkbox"/> 11-Passenger Van | <input type="checkbox"/> Other _____ |

Special requirements _____

Contact person _____

Phone _____ Mail stop _____

Driver 1 _____ * DST No. _____

Driver 2 _____ * DST No. _____

Driver 3 _____ * DST No. _____

Budget number _____ Number of passengers _____

Administrative approval _____ Date _____

Passengers who are not state employees or who are not CCS students.

Name(s) _____

Signature _____ Date _____

Chancellor/CEO, President, or Executive Vice President

FOR FLEET DISPATCH OFFICE USE ONLY

Confirmed: Yes No _____

* **Driver's Safety Training Number** (located on back of card)

All state vehicle drivers must attend mandatory vehicle safety training.

(Request will not be processed if ALL drivers are not certified.)