

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand**' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



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 72 hours prior to the date the vehicle is needed. *A two-week notice is required for a 26-passenger bus.*

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:

- Car
- Pickup
- 8-Passenger Van
- 11-Passenger Van
- 12-Passenger Van
- Van with RV step
- 26-Passenger Bus (CDL required)
- Other _____

Special requirements _____

Contact person _____

Phone _____ Mail stop _____

Driver 1 _____ License No. _____

Driver 2 _____ License No. _____

Driver 3 _____ License No. _____

Budget number _____ Number of passengers _____

Administrative approval _____ Date _____

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

Name(s) _____

Signature _____

Chancellor/CEO, President, or Executive Vice President

FOR FLEET DISPATCH OFFICE USE ONLY

Confirmed: Yes No _____

*** All state vehicle drivers must attend mandatory vehicle safety training.**