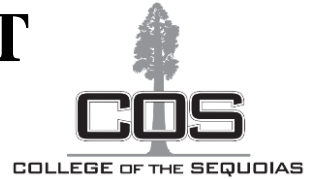


TRANSPORTATION REQUEST

(For district vehicle and/or gas card usage for school business)



Completed applications **MUST** be submitted to the Facilities Office at least two (2) weeks in advance of your requested departure date.

Requestor: _____ **Date:** _____

Department: _____ **Phone:** _____

Destination: _____ **City/State:** _____

Purpose of Trip: _____ **Number of Students:** _____

Vehicle(s) Requested: Car () 7-Pass Van () 12-Pass Van () Gas Card

Departure Date: _____ **Departure Time:** _____

Return Date: _____ **Return Time:** _____

Driver(s) Details:

Name & Driver's License #: _____

Name & Driver's License #: _____

Name & Driver's License #: _____

Name & Driver's License #: _____

Name & Driver's License #: _____

Other COS personnel traveling in the same vehicle:

Name: _____ Name: _____

Name: _____ Name: _____

Name: _____ Name: _____

Additional Information

- All drivers **MUST** have DMV clearance on file prior to submitting a Transportation Request Form.
- Names of all students who will be riding in the COS vehicles must be provided to your supervisor.
- Out of state travels involving students **MUST** be approved in advance by the COS Board of Trustees.
- Gas cards are only available when traveling beyond a 75-mile radius of the COS campus (one way).
- All gas cards, gas card receipts, and vehicle keys must be submitted to the Facilities Office upon your return.
- Vehicle keys and gas cards will not be checked out unless all prior keys/cards have been returned.

Requestor's Signature: _____ **Date:** _____

Director/Dean's Signature: _____ **Date:** _____

Facilities Office Use Only:

Request Status: Approved Unapproved

Assigned Vehicle: Car () 7 - Passenger Van () 12 - Passenger Van () Gas Card

Processed By: _____ **Date:** _____