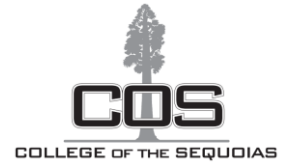


TRANSPORTATION REQUEST

(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.

Person Requesting: _____ **Date:** _____

Department: _____ **Phone:** _____

Destination (Place): _____ **City*:** _____

*Out-of-state travels involving students **MUST** be approved in advance by the COS Board of Trustees.

Purpose of Trip: _____ **No. of Students:** _____

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

*Gas cards are only available when traveling beyond a 75-mile radius of the COS campus. All gas receipts must be submitted to the Facilities Office upon return from your trip.

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

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

Drivers:

- Drivers **MUST** have a DMV clearance on file with the Facilities Office before a vehicle can be assigned.
- Student drivers **MUST** submit a Student Driver Vehicle form through the Student Activities & Affairs Office before being authorized to drive a COS vehicle.
- Names of all students who will be riding in COS vehicles must be provided to your supervisor.

List all drivers who will be driving the vehicle(s):

Name/Driver's License #: _____

Name/Driver's License #: _____

Name/Driver's License #: _____

Name/Driver's License #: _____

List any other COS personnel who will also be in the vehicle(s):

Name: _____ Name: _____

Name: _____ Name: _____

Your Signature: _____ **Date:** _____

Supervisor Signature (Required): _____ **Date:** _____

Facilities Office Use Only:

Status: Approved Unapproved _____

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

Processed By: _____ **Date:** _____