

## VEHICLE REQUEST FORM

### Mt. San Jacinto Community College District

(Instructions are provided on 2<sup>nd</sup> page)

To: MSJC Facilities M & O Dept. (SJC or MVC) Date: \_\_\_\_\_

From: \_\_\_\_\_ Ext: \_\_\_\_\_

Department: \_\_\_\_\_ Ext. \_\_\_\_\_

Please charge to:            a) District \_\_\_\_\_            b) SGA/ Foundation \_\_\_\_\_            c) Grant (see below)

District Budget Code or other Account Number: \_\_\_\_\_ 5210

Approval: (Supervising Dean): \_\_\_\_\_ Date: \_\_\_\_\_

Destination: \_\_\_\_\_

Address: \_\_\_\_\_

City/ State/ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Is this trip related to a grant? Please Circle            YES    or    NO

If yes, please provide the name of the grant. The use of an MSJC vehicle(s) for any grant purpose or activity will be charged to the grant as mileage.

Grant Name: \_\_\_\_\_

Grant Account Code \_\_\_\_\_ 5210

Note: All vehicle requests that are grant related will not be processed or approved without an account code.

Number of passengers (including driver): \_\_\_\_\_

Provide names of passengers, including telephone numbers (Use separate cover if necessary):  
\_\_\_\_\_

Cargo to transport: \_\_\_\_\_

Departure campus:  SJC             MVC

Date of departure: \_\_\_\_\_ Time of departure: \_\_\_\_\_

Date of return: \_\_\_\_\_ Time of return: \_\_\_\_\_

Driver: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

\_\_\_\_\_

**Note:**

- Vehicles are for OFFICIAL BUSINESS ONLY.
- District owned vehicles are not allowed to be kept overnight at an employee's residence without prior authorization from departmental Vice President and the President/Superintendent.
- All vehicles are to be taken directly from the campus to the event and returned directly to the campus after the event. Under no circumstances are vehicles to be kept overnight at an employee's residence.
- Neither operator nor passengers are allowed to ride in a school vehicle if they have been drinking alcoholic beverages.

**FOR OFFICE USE ONLY**

Vehicle # \_\_\_\_\_ CC # \_\_\_\_\_ DL Exp: \_\_\_\_\_ DMV Points: \_\_\_\_\_ Report Date: \_\_\_\_\_

Vehicle # \_\_\_\_\_ CC # \_\_\_\_\_ DL Exp: \_\_\_\_\_ DMV Points: \_\_\_\_\_ Report Date: \_\_\_\_\_

## VEHICLE REQUEST INSTRUCTIONS

1. Originator must complete all sections, with the exception of approval and office use section. Secure written approval from the Supervising Dean. No vehicle will be reserved for use until all information is provided. All incomplete requests will be returned to the originator without action.
  
2. Trip Information
  - a. Specify destination: name, address, and city.
  - b. Provide cell number for drivers and/or passengers to be reached in the event of an emergency.
  - c. Specify purpose of trip (i.e. workshop, meeting, field trip, etc.)
  - d. Provide a roster of all passengers, including driver. **Please note:** the request will not be processed without a roster attached and will be returned to requestor.
  - e. Specify any bulk cargo to be transported.
  - f. Specify date(s) and time(s) of planned departure and return.
  - g. Identify driver – MUST be a District Employee and approved prior to driving District Vehicle.
  - h. All vehicle requests that are grant related will not be processed or approved without an account code.
  - i. Keys must be picked up and signed for by the authorized driver only.

### NOTE:

MSJC District Vehicle Policy #AP6530 requires that all District Employees that will be utilizing District Vehicles participate in the Department of Motor Vehicle Pull Notice Program and must have completed the online safe driving training session through the district's third party administrator. The requesting Department is responsible for all fees associated with Driving Record Information (printout). If the requester chooses to receive their printout via DMV Office the fee associated is \$5.00, if the requester utilizes the online option the fee is \$2.00. Fees are developed and managed by the DMV Office.

A \$25.00 cleaning fee will be charged to the using department for any vehicles that requires a special cleaning or for trash that has not been removed from vehicle.