



Shasta College

REQUEST FOR DISTRICT VEHICLE

All requests for out-of-state travel must be submitted at least 30 days in advance and require pre-approval by Cabinet and the Board of Trustees. All other requests should be submitted at least 10 days in advance for approval from direct supervisors and the Vice President of Administrative Services.

**All drivers must be enrolled in the District's Pull-Notice Program prior to operating a District owned or rented vehicle.*

Note: All fields must be completed for request to be processed

Name of Requestor: _____ Name of Driver: _____

Date of Departure: _____ Departure Time: _____

Date of Return: _____ Return Time: _____

Purpose of Trip: _____ Destination: _____

Division / Department: _____ Phone Ext: _____

Budget Code(s): _____

Department Cal Card Yes _____ No _____ District Gas Card Yes _____ No _____

No. of Drivers / Passengers / Participants: _____

TRANSPORTATION:

Cost Estimate: _____	District Van Requested _____
Driver: _____	Rental Car Requested _____
Other: _____	District Driver Requested _____
	Personal Auto _____
Total: _____	District Driver Requested _____

(Please explain the need for requesting a driver)

*** PERSONAL AUTO USE ONLY***

I am a District employee or designated volunteer authorized to operate District vehicles. I understand that I am required to carry insurance on my vehicle with the following minimum limits for each occurrence: (1) Bodily Injury \$50,000/100,000 and Property Damage \$25,000 -OR- \$100,000 combined single limit; and (2) Medical Payments Coverage \$2,000 each person. I further understand that my insurance will be primary in the event of a loss.

Signature _____ Driver's License No. _____

Insurance Co. _____ Vehicle Year / Make _____

APPROVALS:

Division Supervisor _____ Date _____

Appropriate Vice President _____ Date _____

Cabinet Pre-Approval No Yes _____ Date _____

VP Administrative Services _____ Date _____

Transportation _____ Date _____

Shasta College is an equal opportunity educator and employer.