

TAFT COLLEGE REQUEST FOR TRANSPORTATION

NOTE: Keys to District vehicles are kept in the Maintenance Office and may be checked out between 8 a.m. and 12 noon, Monday through Friday.

CARS/MINIVAN ARE KEPT NEXT TO SIDEWALK IN PARKING LOT WEST OF THE DENTAL CLINIC. OTHER VEHICLES ARE KEPT IN THE AREA WEST OF THE ASH STREET DORMS. ALL VEHICLES ARE TO BE RETURNED TO THE SAME AREA THEY WERE PICKED UP. **KEYS AND CREDIT CARDS ARE TO BE RETURNED TO THE MAINTENANCE OFFICE.**

Budget Code: _____ Date: _____

Employee in charge _____

For (Purpose and Destination) _____

Name of Driver(s) _____

Number of Students _____ and/or employees _____

Leaving: Date _____ Time _____

Returning: Date _____ Time _____

(Requests must be received 7 days in advance of date needed)

- REQUESTING: #25 Athletic Bus #62 15 Passenger Van
(Please select one) #65 15 Passenger Van #68 Minivan/SUV
 #71 Malibu #72 Impala
 Orangebelt Personal Vehicle

APPROVED BY: _____
(SUPERINTENDENT/PRESIDENT and/or ADMINISTRATOR)

DO NOT WRITE BELOW THIS LINE

THE FOLLOWING INFORMATION IS FOR THE USE OF THE DISTRICT OFFICE ONLY. IT IS NOT TO BE RELEASED TO THE PUBLIC OR USED FOR ANY OTHER PURPOSE. ANY VIOLATION OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION.

VALID PROOF OF INSURANCE ON FILE: Y _____ N _____

VEHICLE(S) ASSIGNED: _____ BY: _____