**TRANSPORTATION SERVICES VEHICLE REQUEST**

**Today’s Date: Click here to enter a date. Requester’s Name Click here to enter name. Dept: Click here to enter dept. Course #: Course # Phone #: Enter Ph # Email: Click here to enter email.**

**PLEASE SELECT HOW MANY VEHICLES NEXT TO VEHICLE TYPE BELOW**

**15-Passenger Van (.53/mile) Choose an item. Liberty (.53/mile) Choose an item.**

**Special Equipment: Click here to enter text. Suburban (.53/mile) Choose an item.**

**Public Lands (BLM, NPS, etc.) Click here to enter text. Trip Destination: Click here to enter text.**

**Estimated Number of Participants: Choose an item. Purpose of Trip: Click here to enter text.**

**Vehicle Pick-Up Date/Time: Click here to enter a date/time. Return Date/Time: Click here to enter a date.**

**(For multiple dates, please include multi-use spreadsheet)**

**Vehicle Operator(s):**

**Click here to enter driver Click here to enter driver**

**Click here to enter driver Click here to enter driver**

**Click here to enter driver Click here to enter driver**

**VEHICLE REQUEST CHARGE (Request will not be processed without this information)**

**Index Number: Click here to enter index. Account Number: Click here to enter acct #.**

**Estimated Miles and Cost Click here to enter number.**

**Drivers of state fleet vehicles must have a valid driver’s license and be over 18 years of age. In addition, they must be driving within the course and scope of their employment at Western State Colorado University or be an authorized volunteer acting at the request, for the benefit and under the control of the State of Colorado. To serve as an authorized volunteer, the Authorized Volunteer Form must be completed, signed by both the authorized driver and the supervisor of the trip and be on file at the Transportation Services office before departure. Student Organizations will not be permitted to use University vehicles unless a faculty, staff or student employee member is driving the vehicle. Vehicle keys are available at the Transportation Services office during normal business hours (8:00 am to 5:00 pm) Monday through Friday. On the day of departure or on Friday afternoon for Saturday and Sunday departures. If the trip is scheduled for an early morning departure before 8:00 am, the vehicle should be picked up the day before.**

**PLEASE CHECK THE FOLLOWING:**

[ ]  **Operator(s) possess a valid driver’s license and is/are on the Master list**

[ ]  **Operator(s) have completed the Colorado Risk Mgmt Defensive Driving Course and is/are on the Master List(\*)**

**(\*) If the driver has not completed the defensive driver training course, an exception to policy is required by the department Associate Vice President or higher.**

**DEPARTMENT APPROVAL** [ ]  **By checking this box I am granting department approval**

 **Click here to type Department Head/AVP Name**