CHAPMAN VEHICLE REQUEST FORM

Please email the completed request form to transportation@chapman.edu for review/approval.

Extension: Contact Person: Please Select One: Vehicle (Van/SUV) Request Shuttle Charter Request * *Please provide additional charter details with request form: pick-up/drop-off locations, times, addresses & any special instructions. Date(s) Requested: Departure Time: # of Vehicle(s):** # of passengers: Destination(s): **Vehicle Options: Vans/SUV's - (5) SUVs that seat 7 passengers & 1 driver, (3) express vans w/large cargo area that seat 7 passengers & 1 driver. Each shuttle holds 20 passengers or 16 passengers plus 2 wheelthiss. All vehicles are first-come. first-serve. All use of university vehicles must be sponsored by a department on campus and be used for official university business of Peases specify trip purpose (Required): (Driver information not required if requesting a Shuttle Charter. If the shuttle charter is approved, a driver will be provided by the supervision of the serve of the season of	Date:	s request form must	•			le can be sched			
Vehicle Options: Vans/SUV's - (5) SUVs that seat 7 passengers & 1 driver. (1) mid-size SUV with limited cargo space that seats 7 passengers & 1 driver. (2) mid-size SUV with limited cargo space that seats 7 passengers & 1 driver. (3) mid-size SUV with limited cargo space that seats 7 passengers & 1 driver. (4) mid-size SUV with limited cargo space that seats 7 passengers & 1 driver. (5) SUVIS that seat 7 passengers & 1 driver. (6) mid-size SUV with limited cargo space that seats 7 passengers & 1 driver. (7) mid-size SUV with limited cargo space that seats 7 passengers & 1 driver. (8) Each shuttle holds 20 passengers on 15 passengers plus 2 wheelchairs. All vehicles are first-come, first-serve. (8) It use of university vehicles must be sponsored by a department on campus and be used for official university business of the sease specify trip purpose (Required): (9) Priver information not required if requesting a Shuttle Charter. If the shuttle charter is approved, a driver will be provided to parking a shuttle charter is approved. (1) Priver Name: * (1) Chapman ID #: Approved? Denied? Notes: Internal Use Only Inter	Extension:		Co	ontact	Person:				
Date(s) Requested: Departure Time: # of Vehicle(s):** # of passengers: Destination(s): #* Vehicle Options: Vans/SUV's - (5) SUVs that seat 7 passengers & 1 driver, (3) express vans w/large cargo area that seat 7 passengers & 1 driver. Each shuttle holds 20 passengers or 16 passengers plus 2 wheelchairs. All vehicles are first-come, first-serve. Notes: Department on campus and be used for official university business of the passengers plus 2 wheelchairs. All vehicles are first-come, first-serve. Please specify trip purpose (Required): (Driver information not required if requesting a Shuttle Charter. If the shuttle charter is approved, a driver will be provided internal use only inter	Please Select One:	Vehicle (Van/SU	IV) Request		Shuttle Ch	arter Request [r Request *		
*** Vehicle Options: Vans/SUVs - (5) SUVs that seat 7 passengers & 1 driver, (2) express vans w/large cargo area that seat 7 passengers & 1 driver. Each shuttle holds 20 passengers or 16 passengers plus 2 wheelchairs. All vehicles are first-come, first-serve. It use of university vehicles must be sponsored by a department on campus and be used for official university business or lease specify trip purpose (Required): [Driver information not required if requesting a Shuttle Charter. If the shuttle charter is approved, a driver will be provided by the supervision of the shuttle charter is approved, a driver will be provided by the shuttle charter is approved, a driver will be provided by the shuttle charter is approved, a driver will be provided by the shuttle charter is approved, a driver will be provided by the shuttle charter is approved, a driver will be provided by the shuttle charter is approved, a driver will be provided by the shuttle charter is approved, a driver will be provided by the shuttle charter is approved. Internal Use Only internal Use On	*Please provide add				drop-off locations,	times, addresses &	any special instructions.		
(1) mid-size SUV with limited cargo space that seats 7 passengers & 1 driver. Each shuttle holds 20 passengers or 16 passengers plus 2 wheelchairs. All vehicles are first-come, first-serve, all use of university vehicles must be sponsored by a department on campus and be used for official university business of please specify trip purpose (Required): (Driver information not required if requesting a Shuttle Charter. If the shuttle charter is approved, a driver will be provided for the shuttle charter is approved, a driver will be provided for Notes: Driver Name :*** Chapman ID #: Approved? Denied? Notes: Internal Use Only In	Date(s) Requested:	Departure Time:	e Time: # of Vehicle(s):** # of		# of passenge	ers:	Destination(s):		
(1) mid-size SUV with limited cargo space that seats 7 passengers & 1 driver. Each shuttle holds 20 passengers or 16 passengers plus 2 wheelchairs. All vehicles are first-come, first-serve, all use of university vehicles must be sponsored by a department on campus and be used for official university business of please specify trip purpose (Required): (Driver information not required if requesting a Shuttle Charter. If the shuttle charter is approved, a driver will be provided for the shuttle charter is approved, a driver will be provided for Notes: Driver Name :*** Chapman ID #: Approved? Denied? Notes: Internal Use Only In									
(1) mid-size SUV with limited cargo space that seats 7 passengers & 1 driver. Each shuttle holds 20 passengers or 16 passengers plus 2 wheelchairs. All vehicles are first-come, first-serve, all use of university vehicles must be sponsored by a department on campus and be used for official university business of please specify trip purpose (Required): (Driver information not required if requesting a Shuttle Charter. If the shuttle charter is approved, a driver will be provided for the shuttle charter is approved, a driver will be provided for Notes: Driver Name :*** Chapman ID #: Approved? Denied? Notes: Internal Use Only In									
(1) mid-size SUV with limited cargo space that seats 7 passengers & 1 driver. Each shuttle holds 20 passengers or 16 passengers plus 2 wheelchairs. All vehicles are first-come, first-serve, all use of university vehicles must be sponsored by a department on campus and be used for official university business of please specify trip purpose (Required): (Driver information not required if requesting a Shuttle Charter. If the shuttle charter is approved, a driver will be provided for the shuttle charter is approved, a driver will be provided for Notes: Driver Name :*** Chapman ID #: Approved? Denied? Notes: Internal Use Only In									
Each shuttle holds 20 passengers or 16 passengers plus 2 wheelchairs. All vehicles are first-come, first-serve. All use of university vehicles must be sponsored by a department on campus and be used for official university business of the provided provided in the provided provided in the provided p	** Vehicle Options: Vans/SU						at seat 7 passengers & 1 drive	r,	
All use of university vehicles must be sponsored by a department on campus and be used for official university business of Please specify trip purpose (Required): (Driver information not required if requesting a Shuttle Charter. If the shuttle charter is approved, a driver will be provided by the supervisor responsible for the university. Vehicles can be requested prior to drivers being authorized, but approved driver names must emailed to Parking & Transportation Services 48 hours prior to reservation time, or the reservation will be cancelled. **** Must be an authorized driver for the university. Vehicles can be requested prior to drivers being authorized, but approved driver names must emailed to Parking & Transportation Services 48 hours prior to reservation time, or the reservation will be cancelled. **** Must be an authorized driver for the university. Vehicles can be requested prior to drivers being authorized, but approved driver names must emailed to Parking & Transportation Services 48 hours prior to reservation time, or the reservation will be cancelled. **** Must be an authorized driver for the university use of the parking & Transportation Services 48 hours prior to reservation time, or the reservation will be cancelled. **** Must be an authorized driver for the university use of the parking & Transportation Services 48 hours prior to drivers being authorized, but approved driver names must be called the cancelled. **** Must be an authorized driver for the university use of the parking & Transportation Services 48 hours prior to drivers being authorized, but approved will be cancelled. **** Must be an authorized driver for the university use of the parking & Transportation Services 48 hours prior to drivers being authorized, but approved will be charged to driver names must be completed by the supervisor responsible for the budget that will be charged for the university vehicles. ***** Supervisors cannot approve a vehicle on behalf of themselves. ****** Proving Transportation Services 48 h	Fach sh ut		_				e. first-serve		
Driver Name :*** Chapman ID #: Approved? Internal Use Only	All use of university vehicle	s must be sponsored	l by a departm	ent o	n campus and	be used for offi		only.	
Driver Name:*** Chapman ID #: Approved? Internal Use Only Interna	Please specify trip purpose	(Required):							
*** Must be an authorized driver for the university. Vehicles can be requested prior to drivers being authorized, but approved driver names must emailed to Parking & Transportation Services 48 hours prior to reservation time, or the reservation will be cancelled. *** Must be an authorized driver for the university. Vehicles can be requested prior to drivers being authorized, but approved driver names must emailed to Parking & Transportation Services 48 hours prior to reservation time, or the reservation will be cancelled. **Elect Vehicle Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost to repair any vehicle damage the country of the during the trip. **Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost to repair any vehicle damage the country of the trip. **Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost to repair any vehicle damage the country of the trip. **Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost to repair any vehicle damage the country of the trip. **Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost to repair any vehicle damage the country of the servation will be cancelled. **Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost to repair any vehicle damage the country of the servation will be cancelled. **Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost to repair any vehicle damage the country of the servation will be cancelled. **Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost to repair any vehicle damage the country of the servation will be cancelled. **Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost to repair any vehicle damage the country of the servation will be cancelled. **Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost t	(Driver information not re	quired if requesting	a Shuttle Char	rter. Ij	the shuttle ch	arter is approve	ed, a driver will be provid	ded)	
*** Must be an authorized driver for the university. Vehicles can be requested prior to drivers being authorized, but approved driver names must emailed to Parking & Transportation Services 48 hours prior to reservation time, or the reservation will be cancelled. *** Must be an authorized driver for the university. Vehicles can be requested prior to drivers being authorized, but approved driver names must emailed to Parking & Transportation Services 48 hours prior to reservation time, or the reservation will be cancelled. **** Must be an authorized driver for the university. Vehicles can be requested prior to drivers being authorized, but approved driver names must essentially approved the reservation will be cancelled. **** Must be an authorized driver for the university of the reservation will be cancelled. **** Stocker Vehicle Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost to repair any vehicle damage the coccurs during the trip. **** Must be an authorized driver names must emailed to drivers being authorized, but approved the essenvation time, or the reservation will be cancelled. **** Paper Stocker Rate: \$60.20/hour plus the cost of fuel (2-hour minimum required). **** Departments are responsible for processing payment through A/P for any shuttle charter. An invoice will be emailed to the contained the	Driver Nam	e :***	Chapman I	Chapman ID #:					
emailed to Parking & Transportation Services 48 hours prior to reservation time, or the reservation will be cancelled. Elect Vehicle Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost to repair any vehicle damage the occurs during the trip. Entitle Charter Rate: \$60.20/hour plus the cost of fuel (2-hour minimum required). Experiments are responsible for processing payment through A/P for any shuttle charter. An invoice will be emailed to the contact of the charter. Enter following information must be completed by the supervisor responsible for the budget that will be charged for the university vehicle(s). Supervisors cannot approve a vehicle on behalf of themselves. Experiment Budget #: (4-digit department code – 5-digit program code) Experiment Name (please print): Date: Date: Date: Date:					internal use Uniy	internal Use Only	Internal Ose Only		
emailed to Parking & Transportation Services 48 hours prior to reservation time, or the reservation will be cancelled. Elect Vehicle Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost to repair any vehicle damage the occurs during the trip. Entitle Charter Rate: \$60.20/hour plus the cost of fuel (2-hour minimum required). Experiments are responsible for processing payment through A/P for any shuttle charter. An invoice will be emailed to the contact of the charter. Enter following information must be completed by the supervisor responsible for the budget that will be charged for the university vehicle(s). Supervisors cannot approve a vehicle on behalf of themselves. Experiment Budget #: (4-digit department code – 5-digit program code) Experiment Name (please print): Date: Date: Date: Date:									
emailed to Parking & Transportation Services 48 hours prior to reservation time, or the reservation will be cancelled. Elect Vehicle Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost to repair any vehicle damage the occurs during the trip. Entitle Charter Rate: \$60.20/hour plus the cost of fuel (2-hour minimum required). Experiments are responsible for processing payment through A/P for any shuttle charter. An invoice will be emailed to the contact of the charter. Enter following information must be completed by the supervisor responsible for the budget that will be charged for the university vehicle(s). Supervisors cannot approve a vehicle on behalf of themselves. Experiment Budget #: (4-digit department code – 5-digit program code) Experiment Name (please print): Date: Date: Date: Date:									
emailed to Parking & Transportation Services 48 hours prior to reservation time, or the reservation will be cancelled. Elect Vehicle Charges: \$15/gallon for gas if not replaced, \$50 cleaning fee (if applicable), & cost to repair any vehicle damage the occurs during the trip. Entitle Charter Rate: \$60.20/hour plus the cost of fuel (2-hour minimum required). Experiments are responsible for processing payment through A/P for any shuttle charter. An invoice will be emailed to the contact of the charter. Enter following information must be completed by the supervisor responsible for the budget that will be charged for the university vehicle(s). Supervisors cannot approve a vehicle on behalf of themselves. Experiment Budget #: (4-digit department code – 5-digit program code) Experiment Name (please print): Date: Date: Date: Date:	*** Must be an authorized dri	ver for the university. Ve	hicles can be regi	uested	prior to drivers be	ing authorized, but	approved driver names must	be	
Cocurs during the trip. Chuttle Charter Rate: \$60.20/hour plus the cost of fuel (2-hour minimum required). Coepartments are responsible for processing payment through A/P for any shuttle charter. An invoice will be emailed to the containers on upon completion of the charter. The following information must be completed by the supervisor responsible for the budget that will be charged for the university vehicle(s). Supervisors cannot approve a vehicle on behalf of themselves. Coepartment Budget #: (4-digit department code – 5-digit program code) Approver Name (please print): Title: Date: Date: Date: Date:									
Cocurs during the trip. Chuttle Charter Rate: \$60.20/hour plus the cost of fuel (2-hour minimum required). Coepartments are responsible for processing payment through A/P for any shuttle charter. An invoice will be emailed to the containers on upon completion of the charter. The following information must be completed by the supervisor responsible for the budget that will be charged for the university vehicle(s). Supervisors cannot approve a vehicle on behalf of themselves. Coepartment Budget #: (4-digit department code – 5-digit program code) Approver Name (please print): Title: Date: Date: Date: Date:	leet Vehicle Charges: \$15/ga	allon for gas if not rep	olaced, \$50 clea	aning	fee (if applicabl	e), & cost to rep	air any vehicle damage th	 hat	
Departments are responsible for processing payment through A/P for any shuttle charter. An invoice will be emailed to the contable of the charter. The following information must be completed by the supervisor responsible for the budget that will be charged for the university vehicle(s). Supervisors cannot approve a vehicle on behalf of themselves. Department Budget #: (4-digit department code – 5-digit program code) Approver Name (please print): Approver Signature: Date: Date: Date:	occurs during the trip.					-,,	,		
The following information must be completed by the supervisor responsible for the budget that will be charged for the university vehicle(s). Supervisors cannot approve a vehicle on behalf of themselves. Department Budget #: (4-digit department code – 5-digit program code) Approver Name (please print): Approver Signature: Date: Date: Date:		•	-		•	er An invoice w	ill he emailed to the conta	act	
The following information must be completed by the supervisor responsible for the budget that will be charged for the university vehicle(s). Supervisors cannot approve a vehicle on behalf of themselves. Department Budget #: (4-digit department code – 5-digit program code) Approver Name (please print): Approver Signature: Date: Date: Date:	•		ine em ough / y r	101 01	Ty Structic charts	ir. All illivoice w	in se emanea to the conte		
he university vehicle(s). Supervisors cannot approve a vehicle on behalf of themselves. Department Budget #: (4-digit department code – 5-digit program code) Approver Name (please print): Approver Signature: Date: Date: Date:									
(4-digit department code – 5-digit program code) Approver Name (please print):	_	•	-		•	-	will be charged for the a	JC 01	
Approver Name (please print):									
Approver Signature: Date:	(4-dig	git department code	– 5-digit progr	am co	ode)				
For Internal Use Only: Denied Notes: Date:	Approver Name (please print):				Title:				
	Approver Signature:				Date:				
Date:	for Internal Use Only:	Approved	Denied	No	tes:				
arking & Transportation Approval Signature				Da	te:				
	arking & Transportation Approval Sign	nature							