VEHICLE REQUEST FORM

This request form must be completed in full before a vehicle will be reserved and/or released. When requests are approved you will receive a confirmation email from Parking & Transportation Services.

Date: __________________________ Department Name: ________________________________
Extension: ______________________ Contact Person: ________________________________

Please Select One:  
Vehicle (Van/SUV) Request ☐  Shuttle Charter Request ☐*

*Please attach a separate sheet with charter details: pick-up/drop-off locations, times, addresses & any special instructions.

Fleet Vehicle Rate: $10/gallon for fuel not replaced, $50 cleaning fee, liable for any damage.
Shuttle Charter Rate: $48.41/hour (2-hour minimum required).

<table>
<thead>
<tr>
<th>Date(s) Needed</th>
<th>Time(s) Needed</th>
<th># of Vehicle(s)**</th>
<th># of passengers</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: To:</td>
<td>From: To:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: To:</td>
<td>From: To:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: To:</td>
<td>From: To:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: To:</td>
<td>From: To:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fleet Vehicle Options – (3) full-size SUVs which seat up to 8 passengers plus driver, (5) full-size vans with a large cargo area which seat 7 passengers plus driver, (1) mid-size SUV with limited cargo space which seats up to 7 passengers plus 1 driver. Each shuttle holds 20 passengers or 16 passengers plus 2 wheelchairs. All vehicles are available first-come, first-serve.

Please provide the following information for each driver for the requested trip:
(Driver information not required if requesting a shuttle as the driver will be provided if the request is approved)

<table>
<thead>
<tr>
<th>Approved Driver Name:***</th>
<th>Chapman ID Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** Must be an authorized driver for the university. Vehicles can be reserved prior to drivers being authorized but driver names must be e-mailed to Parking & Transportation Services 48 hours prior to reservation time or the reservation will be cancelled. Non-authorized drivers are NEVER permitted to drive.

The following information must be completed by the Department Head responsible for the budget that will be charged for the use of the University Vehicles.

Department Budget #: ________________________________
(4 digit department code – 5 digit program code)

Department Head Name (please print): ________________________________

Department Head Signature: ________________________________________

All use of university vehicles must be sponsored by a department on campus and be for official university business only.

For Internal Use Only: ☐ Approved  ☐ Denied  Notes: ______________________________________

Parking & Transportation Supervisor Signature: ________________________________ Date: __________________________

First Transit Supervisor Signature: ________________________________ Date: __________________________