



## REQUEST FOR COLLEGE VEHICLE

**TO RENT A VEHICLE, YOU MUST HAVE AT LEAST THREE (3) PEOPLE ON THAT TRIP**

Date of Request \_\_\_\_\_ Charge Back Account Number \_\_\_\_\_

Fund Number \_\_\_\_\_

Ledger Number \_\_\_\_\_

Cost Center \_\_\_\_\_

Vehicle Requested For (Drivers Name) \_\_\_\_\_

Vehicle Operator Driver's License Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Vehicle Requested For (Department) \_\_\_\_\_

Type of vehicle requested – **Circle One:**

\*\*JJC Bus (Holds 15)    15 Passenger Van    Mini-Van (Holds 7)    Car    Cargo Van

**\*\* PLEASE BE ADVISED THAT THE BUS WILL NOT FIT IN A PARKING GARAGE\*\***

**15 Passenger vehicle driver must complete the JJC Safe College Course prior to rental**

**All drivers must comply with JJC Policy 9.03.00.00 (Use of College Owned or Rental Vehicles)**

Travel Location (City / State) \_\_\_\_\_

Reason For Travel \_\_\_\_\_

Date and Time Vehicle Needed \_\_\_\_\_

Date and Time Vehicle Returned \_\_\_\_\_

Signature of person Requesting \_\_\_\_\_

Signature of Department Chair \_\_\_\_\_

**FOR DEPARTMENT USE ONLY:**

Milage Out \_\_\_\_\_ Milage In \_\_\_\_\_ Total Milage \_\_\_\_\_

Send form via email to [cprecords@jic.edu](mailto:cprecords@jic.edu), deliver or interoffice mail to Campus Police G1024