

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
DISTRICT VAN REQUEST**



Today's Date _____

Departure Date _____

Return Date _____

Destination _____

Driver(s) Name(s)** _____

Departure Time _____

Return Time _____

Organization _____

** Have these drivers been approved through
RCC's insurance carrier?

Contact Harriett Holmes, 222-8474 for a DMV
Request to Drive District Vehicles form
and instructions.

Total Number of Vehicles Requesting _____

Total Number of Passengers _____

Advisor Attending Event _____

Ext. _____

Purpose of Trip _____

Additional Comments/Requests _____

Advisor's Signature

Date

In the event that keys and/or credit card is lost or stolen, the organization will be charged with a fine to replace the lost/stolen item(s). Lost/stolen keys will be \$15 per set and lost/stolen credit cards will be \$25 per credit card.

FOR FACILITIES USE ONLY

Approved

Van Number(s) _____

Credit Card Included Y____ N____

Your vehicle packet will be available for pick up on _____
between the hours of 8:00 a.m. and 4:00 p.m. in the Facilities Office. If there
are any questions please contact the Facilities Office at Ext. 8474.

**THE ADVISOR MUST SIGN FOR THE VEHICLE PACKET(S).
NO STUDENTS WILL BE AUTHORIZED TO SIGN.**

Not Approved

Reason _____

Director of Facilities, Operations and Maintenance

Date