

Riverside Community College District
Request to Drive District Vehicles



PLEASE READ THESE INSTRUCTIONS:

A Request to Drive District Vehicles should be received **10 work days** prior to the date of the trip.

If the date of the trip is less than 10 days away, the form must be hand delivered to Risk Management **at least 3 days prior to your trip.**

1. Complete the form and obtain signature from employee.
2. Deliver to Risk Management Office located on the Riverside Campus – College House.

For insurance purposes, anyone under the age of 18 will not be approved to drive district vehicles.

To: Risk Management Office

The following employee/student/Volunteer will be driving district vehicles and requires a Department of Motor Vehicle Check.

CHECK ONE: **STUDENT** **EMPLOYEE** **VOLUNTEER**

Date of Trip

Organization/Department

Drivers' Name

Driver's Date of Birth

Current Address

Telephone Number/Extension

I am a student, currently enrolled in _____ Units at RCC.

Driver's License Number, Class and State Issued

Student/Employee Number

I certify that the above information is true and correct. I also authorize Riverside Community College District to request a DMV report for insurance purposes.

Driver's Signature

Date

Advisor/Instructor/Staff Name (please print)

Advisor/Instructor/Staff Signature Date

Director of Facilities

Date

Total occupants for RCCD vans cannot exceed ten (10) persons, including the driver, otherwise a commercial, Class B license is required.

FOR INSURANCE USE ONLY

To: Director Facilities, Operations and Maintenance

From: Risk Management

The above-listed person is is not authorized to drive an RCCD vehicle.

Risk Management

Date