

Evergreen Valley College Vehicle Request Form

3095 Yerba Buena Rd, San Jose, CA 95135

*Fill out the Vehicle Request form 72 hours in advance and obtain approval from designated Dean, Manager or Supervisor.
A copy of your Driver's License will be required when submitting request form.*

Name	Today's Date	Contact Phone
Department GL Account Number		
Name of Driver(s)		
Email	Number of Passengers	Date(s) Needed
1 or 2 vehicles	Pick Up Date	Return Date/Time
<i>Destination include full address and any other details</i>		
Dean, Manager or Supervisor Signature:		
Emergency Contact: Colleen Cuen (408) 223 6796 or SJECCD District Services (408) 270 6468		

PART I—Vehicle Request Instruction

1. Scan and return the completed request form via email to Colleen.Cuen@evc.edu
 - a. Submit a roster of names for those who will be in the vehicle.
 - b. For any Athletic Department travel or class field trip a roster **MUST** be submitted each time a vehicle is picked up for an event
 - c. An itinerary for the trip is also required.
2. The Fleet Management will assess the request and contact the requestor if a vehicle is or is not available.
3. If a vehicle is available:
 - a. A time for the exchange spot will be scheduled.
 - b. Vehicle pick up will be on the morning of the trip or on the Friday night before a weekend trip.
4. The vehicles are located in Lot 5, and a pre-trip inspection will be conducted by Fleet Management and requestor before vehicle is released.
5. The vehicle **MUST** be returned with the gas tank $\frac{3}{4}$ full.
 - a. All gas purchases should be made with the Voyager Gas Card that is given to you on day of pick up.
 - b. Please turn in gas receipts at the time the vehicle is returned to Fleet Management team.
6. Vehicle **MUST** be returned without there being trash, mud or dirt, on the floors, seats, ceilings, or windows.

7. Upon scheduled return to campus contact Fleet Management for post inspection and vehicle exchange. If you are returning on a weekend, please set up the 'check in' appointment as soon as you can with Colleen Cuen at Colleen.Cuen@evc.edu on the Monday of the following week.
8. Fleet Management and Requestor will complete needed transaction documentation.

Part II—Vehicle Request Rules

1. Fleet Management will review the availability of vehicle and approve as such.
2. All drivers must possess a valid Driver's License.
3. Only approved drivers may drive the vehicle. **NO** student or **NON-District** staff are allowed to drive the vehicles.
4. Vehicles are to be used for College business only and outside college business is prohibited.
5. Vehicles are not to be kept overnight except for out of town college business, which should be noted on this form. Any exception must be approved by the Vice President of Administrative Services.
6. Failure to return the vehicle within (6) hours of the designated return date and time without prior approval may result in the suspension of driving privileges. Violations of the vehicle request procedure may also result in the suspension of driving privileges.
7. All departments are require to provide a GL account number to cover gas expenses **IF** vehicles are not returned with the gas tank $\frac{3}{4}$ full.

THE REQUESTOR HEREBY AGREES TO BE BOUND BY THE VEHICLE REQUEST RULES

Vehicle Requestor: Print _____ Date _____

Vehicle Requestor Signature _____ Date _____

Requestor Title _____



FOR OFFICE USE ONLY

Approved Not Available

Not Approved
Reason: _____

Fleet Management Signature *Date*