



District Vehicle Request

Vans holds 7 w/driver - Station Wagon holds 5 w/driver

Driver's Name: _____ Date: _____

Destination/Purpose: _____

Account code to be charged: _____

Date requested for travel: _____

Traveling Time: _____ - _____

Date & Time you plan to sign out keys: _____

Vehicle preference: _____ Number of passengers: _____

Ferry pass needed? Yes No (check one)

Employee Signature

Supervisor Signature

Do you have your Driver's abstract completed? Driver's abstract take about one week for clearance.

****If there are no vehicles available you will be notified and the form returned to you.****