

# PORTERVILLE COLLEGE

# TRANSPORTATION REQUEST

|                         |        |                                |             |                              |            |               |
|-------------------------|--------|--------------------------------|-------------|------------------------------|------------|---------------|
| Date Submitted          |        | Requested by:                  |             |                              |            |               |
| Phone Number:           | Office | Home                           | Department: | Budget #:                    | FOPAL FUND | ORG ACCT PROG |
| Destination:            |        | Place                          |             |                              | City       |               |
| Vehicle Requested:      |        | Sedan <input type="checkbox"/> |             | Van <input type="checkbox"/> |            |               |
| Departure Date from PC: |        | Departure Time:                |             | a.m. or p.m.                 |            |               |
| Return Date from PC:    |        | Return Time:                   |             | a.m. or p.m.                 |            |               |

| DRIVERS: | Calif. D.L.              | Ins.                     | Key#                     | Gas Card                 |
|----------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Drivers of KCCD Vehicles are required to show proof of current California driver's license. (Board Policy BC4C)  
 Provide M&O Department and VP, Instruction with names and phone numbers of students participation prior to departure. (Board Policy 3C1B6)

Purpose of trip: \_\_\_\_\_

How many students are going? / Number of passengers \_\_\_\_\_

**Others attending - list names:**

|   |   |   |
|---|---|---|
| 1 | 2 | 3 |
| 4 | 5 | 6 |

|                        |      |         |
|------------------------|------|---------|
| Overnight trip - Hotel | City | Phone # |
|------------------------|------|---------|

*In order to allow time for processing, please submit this request two weeks in advance of trip. You will need to sign out for keys for the vehicles at Maintenance & Operations prior to your trip. Office hours are 7:00 a.m. to 5:00 p.m. Monday through Thursday, Friday 7:00 a.m. to 12:00 noon. If your vehicle request is for Saturday or Sunday, pick up keys Friday before noon.*

|                                 |       |
|---------------------------------|-------|
| Signature of Person Requesting: | Date: |
| Signature of Supervisor:        | Date: |

|  |                       |
|--|-----------------------|
| <b>Maintenance &amp; Operations Office response to your request:</b><br><input type="checkbox"/> Vehicle use approved. <input type="checkbox"/> Sorry, no vehicle available. | Date received in M&O: |
|--|-----------------------|

**Vehicle Assigned:**

|                                  |                               |
|----------------------------------|-------------------------------|
| <input type="checkbox"/> Sedan # | <input type="checkbox"/> Van# |
|----------------------------------|-------------------------------|

**Returned:**

|                                    |                                   |                               |
|------------------------------------|-----------------------------------|-------------------------------|
| <input type="checkbox"/> Gas Cards | <input type="checkbox"/> Receipts | <input type="checkbox"/> Keys |
|------------------------------------|-----------------------------------|-------------------------------|