

# Andrews University

Office of Transportation

## VEHICLE REQUEST FORM

**Read this first:**

- We can only make tentative holds for vehicles by phone.
- This document must be fully completed and returned before any reservation is confirmed.
- There will be a minimum charge for cancellations done less than 2 business days before the trip.
- All drivers must be approved by the transportation department.
- All drivers must have a current (less than a year old) MVR on file with the transportation department.

I have read and agree to the above statements.

**Department/Organization:** \_\_\_\_\_ **Date submitted (Today's date):** \_\_\_\_\_

**Person requesting reservation (and title):** \_\_\_\_\_

**Contact phone number: Office:** \_\_\_\_\_ **Cell (required):** \_\_\_\_\_

**Faculty/sponsor going on the trip:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**IDC number (charge to #):** \_\_\_\_\_

**Number of people traveling:** \_\_\_\_\_

**Preference of vehicle:** **Minivan** (7 passenger including driver):  How Many \_\_\_\_  
**Large van** (12 passenger including driver):  How Many \_\_\_\_  
**Minibus** (15 passenger including driver):  How Many \_\_\_\_  
**Pickup truck:**   
**Trailer:**  4'x6'  6'x10'  7'x14'  7'x16'  car trailer

**Name and cell number of driver(s):** \_\_\_\_\_

**Vehicle(s) pick up: Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Vehicle(s) Return: Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

When you have completely fill out this form please attach it to an email and email it to [trans@andrews.edu](mailto:trans@andrews.edu)

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Vehicle #: \_\_\_\_\_ Fuel: \_\_\_\_\_

I-pass: \_\_\_\_\_ Labor: \_\_\_\_\_

Other Charges: \_\_\_\_\_ Grand Total: \_\_\_\_\_

Driver's Signature: \_\_\_\_\_ **Comments:** \_\_\_\_\_

Ending Mileage: \_\_\_\_\_

Beginning Mileage: \_\_\_\_\_

Total Miles Driven: \_\_\_\_\_