

Andrews University

Office of Transportation

STUDENT NON-EMERGENCY MEDICAL APPOINTMENT REQUEST FORM

Medical Appointments should be made at least 48 hours before pick up time.

NAME: _____ ANDREWS ID: _____

CELLPHONE: _____ EMAIL: _____

DESTINATION:

_____ UNIVERSITY MEDICAL SPECIALTIES (No charge if appointment is arranged by Dorm Dean or UMS)

_____ St Joseph, MI (\$35.00 per trip)*

_____ Benton Harbor, MI (\$30.00 one way)*

_____ Bridgeman/Buchanan, MI (\$30.00 one way)*

_____ Niles, MI (\$30.00)*

_____ Berrien Springs, MI (\$10.00 one way)*

_____ Other: (Based on final medical destination)

**Driver will stay with passenger for up to 20 minutes. If the medical appointment exceeds the 20-minute wait time, the driver will return to Andrews campus. A second trip will then be billed for pick-up.*

DATE OF APPOINTMENT _____ SCHEDULED APPOINTMENT TIME _____

PICKUP LOCATION: _____

ADDRESS OF MEDICAL FACILITY: _____

PAYMENT METHOD: ___ CASH ___ AU ID ___ CREDIT CARD # _____

OFFICE USE ONLY: DEPART AU _____ PASSENGERS _____

TRIP-1 MILEAGE IN _____ TRIP-1 MILEAGE OUT _____

TRIP-2 MILEAGE IN _____ TRIP-2 MILEAGE OUT _____

PASSENGER SIGNATURE: _____

DRIVER SIGNATURE: _____

Send completed form to trans@andrews.edu. Cancellations should be made at least 24 hours before the expected Depart AU time by emailing or calling our emergency number 269-471-6492.