

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.
- All trips must meet the driver time requirements found in the Andrews University vehicle use policy found at http://www.andrews.edu/about/visiting/andrews_vehicle_policy.pdf

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: _____