

Andrews University

Office of Transportation

VEHICLE REQUEST FORM

Read this first:

- **After hours emergency contact number: 269-471-6492.**
- **Requests made less than two business days before the vehicle pickup date are subject to a \$50 late fee.**
- 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 AU trips with non-employed students, volunteers, or guests travelling will need to contact AU Risk Management for approval. Transportation cannot release any vehicles without the approval. Trips with only faculty, staff or student employees travelling for work do not need approval.

I have read and agree to the above statements. Please initial: _____

Department/Organization: _____ Date submitted (Today's date): _____

Name & Title of Person requesting reservation: _____

Contact phone number: Office: _____ Cell (required): _____

Faculty/sponsor riding in vehicle: _____ Cell: _____

IDC # to Charge: _____

Number of people traveling: _____

Are there any students, volunteers or guests travelling? _____

Preference of vehicle: **Minivan** (7 passengers including driver): How Many
Large van (12 passengers including driver): How Many
Minibus (15 passengers including driver): How Many
Pickup truck:
Trailer: 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

.....

Vehicle #: _____ Fuel: _____

I-pass: _____ Labor: _____

Other Charges: _____ Grand Total: _____

Driver's Signature: _____

Comments: _____

Ending Mileage: _____

Beginning Mileage: _____

Total Miles Driven: _____
