

Vehicle # _____

Grayson College Vehicle Request Form

Vehicle keys & gas cards are available from 8am-4pm on working days in the Facilities Services Office.
It is the responsibility of the driver to know the GC policy.

Date: _____

Vehicle:	Car	
	Van (no students)	
	Bus (2 available)	

Requested By: _____
Print Name

Drivers Name: _____
Print Name

Department Acct #: _____

Dept. Ph #: _____

Vehicle Usage Dates: Pick up

Return

of Faculty:

of Students:

Destination:

Department Chair: _____

Date: _____

Pre-Trip Vehicle Inspection: (Inspection is to be completed before receiving keys)

	Completed	Comments
Gas :		
Headlight/Wipers		
Brake Lights		
Tires(Wear & Inflation)		
Seat Belts		
Body Damage		
Windshields		

Signature

Office Use Only:

Mileage:

Annual Training	
Roster Turned In	
Driving List	
MVR/Driving Record	
Driver License Endorsements	
Cas Card	
Mileage Card	

Beginning Mileage:	
Ending Mileage:	
Total Mileage:	