

Vehicle Number: \_\_\_\_\_

Grayson College

## Vehicle Request Form

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

### Request Information

Today's Date: \_\_\_\_\_

Requested Vehicle(s): \_\_\_\_\_ Car

Requested By: \_\_\_\_\_

\_\_\_\_\_ Van

Driver's Name: \_\_\_\_\_

\_\_\_\_\_ Bus (3 available)

Department Account Number: \_\_\_\_\_

Department Phone Number: \_\_\_\_\_

Vehicle Pickup Date \_\_\_\_\_

Number of Faculty \_\_\_\_\_

Vehicle Return Date \_\_\_\_\_

Number of Students \_\_\_\_\_

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

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

### Pre-Trip Vehicle Inspection

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

Signature: \_\_\_\_\_

### Office Use Only

Annual Training:	_____	Beginning Mileage:	_____
Roster Turned In:	_____	Ending Mileage:	_____
Driving List:	_____	Total Mileage:	_____
MVR/Driving Record:	_____		
Driver License Endorsements:	_____		
Gas Card:	_____		
Mileage Card:	_____		