



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MOTOR VEHICLE USE REQUISITION

Instructions: This form is to request use of a District owned/leased/rented vehicle for a District-sponsored activity. Submit completed form to the college Facilities, Maintenance & Operations (FMO) Office at least 10 days prior to the date of vehicle use. All drivers must:

- 1) Have an approved *District Driver Approval* form (RM#7) on file at the college FMO Office.
- 2) Have a valid Driver's License, appropriate for the class of vehicle being driven.
- 3) Be enrolled in the DMV EPN program or have a current Driver Record on file at FMO Office.
- 4) Adhere to all state law, District Policy and guidelines regarding motor vehicle use. Refer to BP-/AR-6530.

PURPOSE OF USE & VEHICLE INFORMATION					
Requestor (Name & Title)				Phone/ Extension	
Division / Department			Site (Check One)	<input type="checkbox"/> ATEP <input type="checkbox"/> District <input type="checkbox"/> IVC <input type="checkbox"/> SC	
Purpose of Vehicle Use					
Destination(s) (Name & City)					
Departure Date & Time			Return Date & Time		
Vehicle(s) Requested (Check applicable, include quantity)	<input type="checkbox"/> Cargo Van _____ <input type="checkbox"/> Van _____ <input type="checkbox"/> Sedan _____			Number of Passengers (Include driver)	
	<input type="checkbox"/> Truck, flatbed ____ <input type="checkbox"/> Utility/golf cart ____ <input type="checkbox"/> ADA Van _____			Mileage Estimate	
DISTRICT DRIVER INFORMATION [THE FOLLOWING DISTRICT DRIVER(S) WILL BE DRIVING THE ABOVE REQUESTED VEHICLE(S).]					
DRIVER LEGAL NAME (Print)		DISTRICT DRIVER TYPE (Check One)		DRIVER LICENSE #	
Driver #1		<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Volunteer			
Driver #2		<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Volunteer			
Driver #3		<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Volunteer			
Driver #4		<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Volunteer			
Driver #5		<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Volunteer			
Driver #6		<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Volunteer			
APPROVAL SIGNATURES					
College Administrator/Manager (Name & Title)				Ext.	
Administrator/Manager Signature				Date	
FOR FMO OFFICE USE ONLY					
Received (Date & Time)		Driver(s) are District Approved	<input type="checkbox"/> YES <input type="checkbox"/> NO	Current DMV Report on File	<input type="checkbox"/> YES <input type="checkbox"/> NO
College Director of Facilities or designee (Signature)				Date	

FMO will process requests in the order received. Must have administrator approval to process.
A copy of the completed form will be sent to the above listed Administrator/Manager and Requestor.