

## Evergreen Valley College Vehicle Request Form

3095 Yerba Buena Rd, San Jose, CA 95135

*Submit the Vehicle Request form at least 72 hours in advance and obtain approval from designated Dean, Manager or Supervisor.  
A copy of the driver's Driver's License will be required when submitting request form.*

Requestor Name	Today's Date	Contact Phone
Name of Driver(s)		
Email	Number of Passengers	Date(s) Needed
Number of Vehicles	Pick Up Date/Time	Return Date/Time
<i>Destination: (include full address and any other details)</i>		
<b>Dean, Manager or Supervisor Signature:</b>		
Emergency Contact: Colleen Cuen (408) 223-6796 or SJECCD District Services (408) 270-6468		

### PART I—Vehicle Request Instruction

1. Scan and return the completed request form via email to [Colleen.Cuen@evc.edu](mailto:Colleen.Cuen@evc.edu)
  - a. Submit a roster of names for those who will be in the vehicle.
  - b. For any Athletic Department travel or class field trip a roster **MUST** be submitted each time a vehicle is picked up for an event
  - c. An itinerary for the trip is also required.
2. The Fleet Management will assess the request and contact the requestor if a vehicle is or is not available.
3. If a vehicle is available:
  - a. A time for the exchange spot will be scheduled.
  - b. Vehicle pick up will be on the morning of the trip or on the Friday night before a weekend trip.
4. The vehicles are located in Lot 9, and a pre-trip inspection will be conducted by the Driver(s) and documented in the provided Trip Log form before the vehicle is used.
5. The vehicle **MUST** be returned with the gas tank at least  $\frac{3}{4}$  full.
  - a. All gas purchases should be made with the Voyager Gas Card that is given to you on day of pick up.
  - b. Please turn in gas receipts at the time the vehicle is returned to Fleet Management team.
6. Vehicle **MUST** be returned without there being trash, mud or dirt, on the floors, seats, ceilings, or windows.
7. Upon scheduled return to campus contact Fleet Management for post inspection and vehicle exchange. If you are returning on a weekend, please set up the 'check in' appointment as soon as you can with Colleen Cuen at [Colleen.Cuen@evc.edu](mailto:Colleen.Cuen@evc.edu) on the Monday of the following week.
8. Fleet Management and Requestor will complete needed transaction documentation.

**Part II—Vehicle Request Rules**

1. Fleet Management will review the availability of vehicle and approve as such.
2. All drivers must possess a valid Driver’s License. A copy must be submitted prior to travel.
3. Only approved drivers may drive the vehicle. **NO student or NON-District** staff are allowed to drive the vehicles.
4. Vehicles are not to be kept overnight except for out of town college business, which should be noted on this form. Any exception must be approved by the Vice President of Administrative Services.
5. Failure to return the vehicle within (6) hours of the designated return date and time without prior approval may result in the suspension of driving privileges. Violations of the vehicle request procedure may also result in the suspension of driving privileges.
6. Vehicles are to be used for College business only and any usage outside of college business is prohibited.
7. **If the requested vehicle is or becomes unavailable prior to travel, the requesting department is responsible for finding and paying for alternate SJECCD-approved methods of transportation if travel still occurs.**

**THE REQUESTOR HEREBY AGREES TO BE BOUND BY THE VEHICLE REQUEST RULES**

Vehicle Requestor: Print \_\_\_\_\_ Date \_\_\_\_\_

Vehicle Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

Requestor Title & Department \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Approved       Not Available

Not Approved  
Reason: \_\_\_\_\_

\_\_\_\_\_

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*Fleet Management Signature*      *Date*