**CHHS VEHICLE REQUEST**

**CHECK ONE:**  **TOYOTA HIGHLANDER #591\_\_\_\_\_ FORD TAURUS #421\_\_\_\_\_**

**SATURN VUE #377\_\_\_\_**

**(Local Travel for Student Runs Only)**

**DEPARTURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **RETURN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DATE TIME DATE TIME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOUR NAME E-MAIL OFFICE PHONE HOME/CELL PHONE**

**YOUR DEPARTMENT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DESTINATION**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PURPOSE OF TRIP**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NUMBER OF PASSENGERS**: \_\_\_\_\_\_\_\_\_

**I UNDERSTAND THAT THE USE OF THIS VEHICLE IS RESTRICTED TO FACULTY PROFESSIONAL ORGANIZATION/ASSOCIATION MEETINGS AND FOR TRANSPORTATION PURPOSES FOR CHHS CLASS-RELATED ACTIVITIES. AVAILABILITY ON A FIRST-COME, FIRST-SERVED BASIS.**

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**FACULTY/STAFF SIGNATURE DATE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIRECTOR/CHAIR SIGNATURE DATE**

***AS A COURTESY TO THE NEXT DRIVER, PLEASE MAKE SURE TO TOP OFF THE GAS TANK AT TRAVEL SERVICE BEFORE RETURNING THE VEHICLE IF IT HAS LESS THAN 3/4 OF A TANK.***

* **Please report any concerns about the vehicle to the Office of the Dean.**
* **Record the mileage “OUT” and “IN” on the sheet attached to the clipboard on the front seat of the vehicle.**

**\*\*\*Take all personal items out of the vehicle and leave it free of any trash\*\*\***