

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.

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

Vehicle:	Car	
	Van	
	Bus (2 available)	

Requested By: \_\_\_\_\_  
Print Name

Driver's 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:	