



Vehicle Request Form

Enter information below, print, sign and submit to Physical Plant Office

Name: _____ Department: _____

Title: _____ Destination: _____

Date of Trip: _____ Date of Return: _____

Departure Time: _____ Return Time: _____

Purpose of Trip: _____

Other LCC Employees/Student Passengers to ride with you: _____

Name : _____ Department: _____

Number of Students Transported (attach list of names to form): _____

Refused LCC Vehicle? Yes No If yes, will not qualify for Mileage reimbursement.

Driver's Name: _____ Driver's License: _____

Driver's Signature: _____ Date: _____

Alternate Driver's Name: _____ Driver's License: _____

Approved By: _____ Date: _____

Supervisor

TO BE COMPLETED BY TRANSPORTATION DIRECTOR

APPROVED DISAPPROVED VEHICLE NOT AVAILABLE REASON _____

Credit card issued: Yes NO State Credit card#: _____

Vehicle ID # : _____ Vehicle License # : _____

Starting Mileage: _____ Ending Mileage: _____

Director of Transportation: _____ Date: _____

Supervisor

1. Vehicle Request form must be submitted five (5) working days prior to trip.
2. It is the drivers responsibility to perform pre-trip and post-trip inspection of vehicle.
3. Travel request must be approved by the cogent administrator, i.e., President and/or Vice-President before vehicle request will be considered approved.
4. Drivers must have current driver's license.
5. No unauthorized drivers or passengers are allowed in vehicles. (LCC Employees/Students Only)
6. Vehicles may be picked up at the Motor Pool one hour prior to trip.
7. Vehicles must be returned to the Motor Pool Immediately after trip.
8. Vehicles shall be free of trash when returned to the Motor Pool.
9. State credit card shall be used solely for the purchase of purchasing fuel for school vehicles from self-service gas stations.
10. Personnel not abiding by the above will lose privileges to operate any LCC vehicle.

VEHICLE PRE-TRIP & POST TRIP INSPECTION REPORT

Vehicle Make: _____ Year: _____

Vehicle License #: _____ Vehicle ID #: _____

Items to be checked	Before	After	Comments
Oil Checked			
Belts Checked			
Coolant Checked			
Transmission Checked			
Power Steering Checked			
Tires Checked			
Battery Checked			
Headlights Bright & Dim			
Brake Light & Tail Light			
Turn Signals Front & Back			
Interior Condition			
Exterior Condition			

	Before	After
Odometer Readings		
Amount of Fuel– Gallons		
Other Consumables		

List of Consumables:

Additional Comments: _____

Inspection done by: _____
Signature

Driver's Signature: _____
Signature