Vehicle(s) Assigned

Vehicle request

**This form is for requesting the use of a Lon Morris owned vehicle for conducting school business only. Please fill out all the blanks beside all requested information.**

***If you are requesting a bus, please give the EXACT departure time so drivers are not unnecessarily waiting long periods of time for your group to arrive. Normally the bus driver will have the bus spotted 20 to 30 minutes before departure.***

Date of Request:9/23/11 Name:      Destination (city):

Departure date:      Time of departure:

Date of return:      Time of return:      Pick up location (buses):

**Van (9 passengers) People Mover (24 passengers Bus (36 passengers)**

Type of vehicle:      Number of vehicles:  Reason for trip:

Driver:      Driver’s License #:

***Driver information not required when using a bus or the People Mover***

Sponsor:      Emergency Phone:       Department:

Number of Passengers:    Number of Sponsors:  Number of other adults:

***Please list names of ALL passengers on reverse side of this page***

Driver/Sponsor agrees to make sure that all passengers wear seat belts where provided in all LMC vehicles and to make sure that all personal items and/or trash are removed from vehicle upon return to campus. Vehicle abuse will be reported to the proper LMC administrator(s).

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Driver’s/Sponsor Signature

**Please notify transportation if urgency requires a change of departure or return time; this vehicle may be committed elsewhere.**

Please attach a copy of your trip itinerary for quick reference in emergencies. If Lon Morris Students are transported, a complete roster must be attached along with telephone numbers for reaching the group at all stops or a cell phone if available.

 (Signature of User) (Department Head)

 (Assistant to the President) (Signature of Business Manager)

##  List all students and sponsors on this trip

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#### Vehicle Maximum passengers

 Vans 10 including driver

People Mover 24 plus driver

Buses 36 plus driver

**Sponsor 1.**

**Sponsor 2.**

**Sponsor 3.**