

DISTRICT VEHICLE RESERVATION FORM

Operations Department

Phone: (916) 558-2543

Name: _____ Dept: _____ Contact Number: _____

Purpose of Trip: _____ Training and DMV Form Complete *

Additional Drivers (If applicable):

Name: _____ Name: _____

Training and DMV Form Complete *

Training and DMV Form Complete *

* In order to drive District Vehicles, all employees, students and volunteers are required to complete an online driver safety course and submit a DMV Record Release form to District Office. It may take up to ten (10) business days to process driver clearance. Please visit the LRCCD website [here](#) for more information and instructions on driver clearance.

Requested Vehicle: Large Van (7 passengers) Car (4 passengers) Mini Van (5 passengers)

Depending on the number of passengers, we can assign multiple vans to accommodate more than 7 passengers.

Depart Date	Depart Time	Return Date	Return Time	# Of Pass.	Destination	Mileage One Way **

**** Any travel over 200 miles requires and Assigned Driver.** Assigned drivers will not participate in the event or activity. The role of the assigned driver is to drive and be responsible for the vehicle. Procedures and conditions for an exemption to allow the assigned driver to participate in the event or activity are as follows:

A written request for an exemption from the instructor must be submitted to the Vehicle Manager and approved by the Vice President of Administration or his/her designee. The request must detail the justification for the exemption, (i.e., why the assigned drivers should be allowed to drive and participate in the event or field trip), and provide reasonable assurances and protocols to ensure that assigned drivers remain fresh and alert during the trip. This may be accomplished by having two or more assigned drivers per vehicle.

Assigned drivers will be limited to no more than four hours of driving each day, and no more than two hours of continuous driving--without a change of assigned driver or a fifteen (15) minute break. Driving between 12:00 midnight and 6:00 a.m. is prohibited without prior approval of the Vice President of Administration.

Please allow at least (2) business days for processing requests and at least (10) business days for requests over the 200 mile limit.

Employee Signature: _____

Date: _____

Dean/Manager Approval: _____

Date: _____