Rancho Santiago Community College District
Santiago Canyon College

REQUEST FOR USE OF DISTRICT/COLLEGE and/or RENTAL VEHICLE(S)

Please submit your completed and signed request to SCC Administrative Services office at least two (2) weeks in advance. Priority for reserving District vehicles is for programs and activities directly related to instruction, athletics and student services. Requests are accepted for the current semester only.

**PASSENGERS:** NO ONE OTHER THAN A CURRENT ENROLLED RSCCD STUDENT OR STAFF MEMBER IS ALLOWED IN A DISTRICT OWNED OR RENTED VEHICLE.

**DRIVERS:** ONLY DRIVERS WHO ARE LISTED ON THE DISTRICT’S APPROVED DMV PULL PROGRAM ARE ALLOWED TO DRIVE A DISTRICT OWNED OR RENTED VEHICLE (DRIVERS MUST BE OVER 21 TO DRIVE RENTAL VEHICLES). NO EXCEPTIONS. VIOLATING DISTRICT PROCEDURES IS SUBJECT TO DISCIPLINE.

**PASSENGER LIMIT: 7 PLUS DRIVER (8 MAX)**

TODAY’S DATE: ____________________________

REQUESTED BY: ____________________________
(Authorized District Employee)

EVENT OR SPORT: ____________________________

DEPT: ____________________________

**DATE OF TRIP:**

**TIME:**

DEPART: ____________ am/pm

RETURN: ____________ am/pm

**DESTINATION:**

**ADDITIONAL DATES, TIMES AND DESTINATIONS SHOULD BE LISTED ON AN ATTACHED “VEHICLE REQUEST FORM—PART II”**

# PASSENGERS – INCLUDING DRIVER(S): ________________ # VEHICLES REQUESTED: ________________

**DRIVER INFORMATION:**

<table>
<thead>
<tr>
<th>Driver’s Name</th>
<th>Valid Calif. Operator’s License No.</th>
<th>Exp. Date</th>
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➢ Only RSCCD AUTHORIZED and APPROVED employees or student drivers are allowed to drive district or rental vehicles.

➢ If you have additional drivers, please include the necessary information on a separate sheet and attach to this form.

**ADMINISTRATIVE APPROVAL:**

Dean or Administrator Signature

DATE: ____________________________

APPROVED COPY OF THIS FORM WILL BE SENT TO DEPARTMENT ADMINISTRATOR/SUPERVISOR AND REQUESTOR ONCE REQUEST IS CONFIRMED BY SCC-ADMINISTRATIVE SERVICES OFFICE

OFFICE USE ONLY:

NUMBER VEHICLES RESERVED: DISTRICT _____ [AND/OR] RENTAL _____

RESERVATION(S) CONFIRMED BY: ____________________________ DATE: ____________________________

NOTIFICATION SENT TO DEPARTMENT BY: ____________________________ DATE: ____________________________
VEHICLE REQUEST FORM – PART II

Requestor: ___________________________ Department/Sport: ___________________________ Extension: ___________________________

Signature: ____________________________________________________________

In addition to completing this form, attach one or both of the following request forms as appropriate:
- Bus Request.
- Request for Use of District/College and/or Rental Vehicle(s).

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<tr>
<th>DAY</th>
<th>DATE</th>
<th>LOCATION</th>
<th>DEPART SCC</th>
<th>RETURN SCC</th>
<th>OFFICE USE ONLY: CONFIRMATION AND/OR CHARTER ID #</th>
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