Vehicle and Bus Service Request Form
SUNY College at Old Westbury Transportation Services
516-876-3346  Monday- Friday 7:30AM-3:30PM

VEHICLE REQUEST RULES AND PROCEDURES:
1) All Request Must Be Written- No Verbal or Email Transactions Will Be Honored
2) All Requests Received Less Than 48 Hours From Trip Will Be Rejected
3) All Vehicle Operator’s Must Have A Valid Driver’s License
4) All Keys Must Be Picked Up Before 3:00PM M-F Day of Trip; Weekend trips before 3pm on Fri.

To Be Completed By Requesting Department

Vehicle Operator’s Name: ____________________________
Contact Name and afterhours Phone #: ____________________________
NYS Driver’s License #: ____________________________
Dept.: ____________________________
Account: ____________________________
Phone Ext: ____________________________
State Driver Req: Yes __ No ___
# of Passengers: ____________________________

Circle Type of Vehicle Required:

- Van
- Sedan
- Bus (with Driver)

Departure Information

<table>
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<tr>
<th>Date:</th>
<th>Pick up Time:</th>
<th>Destination:</th>
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Return Information

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<tr>
<th>Date:</th>
<th>Return Time:</th>
<th>Location:</th>
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Purpose of Trip: ____________________________

Approximate Mileage: ____________________________

Approved: __________ Disapproved: __________ Area VP: ____________________________

Date: ____________________________

To Be Filled Out By Dispatcher:

Vehicle Plate No. ____________________________

Mileage Out: ____________________________

Mileage In: ____________________________

Credit Card Used (Yes or No): ____________________________

EZ Pass #: ____________________________

Note: This vehicle must be returned by: ____________ as listed above. Keys and folders must be returned to dispatcher or put in drop box under #22 Serv. Building B.

Dispatcher: ____________________________

Miles Traveled: ____________ at ____________ per mile

Total: ____________

No. of Fuel Receipts: ____________

Date: ____________________________

I certify that all travel indicated above is necessary and for the purpose of New York State business in conformity with regulations. All deficiencies found or created, including traffic tickets, etc., will immediately be reported to dispatcher upon return. Vehicle Operators are solely responsible for all infractions acquired while driving state vehicles.

Operator’s Signature: ____________________________

Date: ____________________________