

OFFICE OF FLEET MANAGEMENT

VEHICLE REQUEST FORM

Complete all fields and return via email

USING DEPARTMENT INFORMATION

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DEPARTMENT/SCHOOL		
DIRECTOR/ADMINISTRATOR		EMAIL:
TELEPHONE		FAX:

TRIP/DESTINATION INFORMATION

TRIP/DESTINATION INFORMATION			
DESTINATION:		DATE OF TRIP:	
DEPARTING TIME:		ARRIVING TIME:	
NUMBER OF PASSENGERS		Mini Bus / Van / Sedan _____	

Driver must be authorized to operate district vehicles.

VEHICLE INFORMATION

VEHICLE INFORMATION	
TYPE OF VEHICLE	
CAPACITY	

DRIVER INFORMATION

DRIVER INFORMATION	
NAME OF DRIVER	
DRIVER'S LICENSE #	
TELEPHONE/CEL	

SPECIAL INSTRUCTIONS FOR ALL DRIVERS

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<p><u>PRIOR TO DEPARTING:</u></p> <ul style="list-style-type: none"> • Make sure all the vehicle paperwork, such as insurance, registration, inspection is in the vehicle. • Perform a visual inspection (check tires, lights, etc.) <p><u>EMERGENCIES</u></p> <ul style="list-style-type: none"> • For road assistance contact Toni from Circle Brake at (973) 772- 3924. • Contact the Business Office at (973) 321-0727 or (973) 321-2362 to report any incident.