

**MACALESTER COLLEGE
VEHICLE RESERVATION REQUEST**

Requested Date(s) of Use: _____

Departure Time: _____

Return Time: _____

Estimated One-way Mileage: _____

Destination: _____

Groups traveling 400 or more miles one-way must submit a Vehicle Reservation Request form and a Sponsor and Itinerary Form. The proposed trip must comply with the Macalester College Vehicle Safety Protocols, which can be found on the back of the Sponsor and Itinerary form. Completed forms for trips over 400 miles must be returned to the Facilities Services Office at least 3 weeks before the departure date.

Department: _____

Phone: _____

Class/ Group: _____

of passengers (including driver): _____

(Maximum number of people per van including the driver is 8)

Hauling Equipment/Luggage (please circle one)? **YES NO**

All vehicle drivers must be pre-qualified including van driver training and a driving record check (see protocols). All drivers must be at least 19 years of age. Drivers of non-Macalester vehicles must be at least 21 years of age.

DRIVER NAMES:

LIST OF PASSENGERS (See vehicle trip roster form to be completed prior to departure)

* DEPARTMENT ACCOUNT NUMBER (required): _____

* DEPARTMENT CHAIRPERSON/ MANAGER/ SUPERVISOR APPROVAL (required signature below):

Signature: _____

Print Name: _____

Vehicle keys may be picked up at the Facilities Services Office during normal College business hours (8:00 a.m. - 4:30 p.m., Monday - Friday). The Facilities Services Office is located in the lower level of the Music Building.

* Keys for weekend and evening trips are issued in advance; however, the assigned vehicle must NOT be taken except during the hours reserved.

Vehicles must be returned to the north row of the Janet Wallace Fine Arts West parking lot by the scheduled reserved return time. Return clipboards, keys, gas cards and receipts promptly to the Facilities Services Office or to the drop box located next to the Facilities Services garage door.

* All vehicles must be returned with at least 3/4 tank of gas or a \$30 charged will be assessed to the assigned group. Make sure all interior lights are turned off and doors and windows are locked.