

LPC REQUEST FOR USE OF DISTRICT VEHICLE/GAS CARD

Submit completed request to District M&O Office at LPC at least 2 weeks prior to departure date

NO REQUEST ON FILE WITH DISTRICT M&O OFFICE AT LPC = NO VEHICLE or NO GAS CARD

USE OF: 1 Bus/24 seats **#A61** 2 Vans/15 seats **#A53, A54** 4 Vans/8 seats **#A47 to A48 & 56 to A57**

Other district vehicle
trucks or golf carts

vans needed _____

vans needed _____

Gas/Voyager Card Only

Rental Vehicle**

FOR: Men's Basketball Men's Soccer Men's Water Polo Swimming & Diving
 Women's Basketball Women's Soccer Women's Water Polo Women's Volleyball

Department: _____

Field Trip - Has a field trip request been completed? Yes ___ No ___

Other Use: State Purpose Requested: _____

DESTINATION _____

VEHICLE/CARD PICK UP Date _____ Time _____

DEPARTURE Date _____ Time _____

GAME OR EVENT Date _____ Time _____

RETURN Date _____ Time _____

<p style="text-align: center;">VEHICLE / GAS CARD</p> <p>Pick up: _____</p> <p>Return: _____</p> <p style="text-align: center;">completed by M&O Office</p>
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TRANSPORTATION FOR _____ # of Students + _____ # of Faculty/Driver(s) = _____

DRIVER(S) NAME _____

Must be at least 25 years of age w/valid CA driver's license on file and approved as a driver by M&O to drive a District Vehicle

- * Class B Commercial license with passenger endorsement for 15 required for Van Drivers or
- * Commercial License required * Class B Commercial license with passenger endorsement for 25 required for Bus Driver &
- for some District Vehicle Use * DMV Medical Examiner's Certificate must be on file w/ District M&O to transport students.

Please check here if using Rental Vehicle from a Rental Agency**

**Your Dept is responsible for vehicle rental, delivery, pick up, vehicle return, and All rental fees
 **You must return vehicle with proper fuel to the Rental Agency
 **Submit all rental agency receipts with copy of form to the LPC Administrative Services Office

REQUESTED BY: _____

APPROVED BY*:** _____ Administrator

***Approval of this request to use a District Vehicle or a Voyager Fleet Gas Charge Card authorizes the Department to reimburse the District for District Vehicle mileage charges at reimbursement rate per mile and any Voyager Card charges for fuel or repairs will be charged to the Department Acct # authorized on this Vehicle Reservation Form

ACCOUNT NUMBER: _____

ACCOUNT INFO MUST BE COMPLETED to ensure accurate expense posting

*****SUBMIT ALL VOYAGER CARD RECEIPTS TO M&O OFFICE WITH DRIVER PACKETS UPON RETURN**

Completed by M&O Office: Date Received by District M&O Office at LPC _____	
Using Rental Vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No
District Vehicle available at LPC	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle Type, Size, and # passengers _____	
Verified Driver on approved District Driver List and All Records up to date: _____	

Distribution: Department District Acct. LPC Admin Svcs M&O Office LPC