



Grambling State University – Student Government Association

OFFICE OF TRANSPORTATION

Stephon Wilson, Director *Raven Nichols, Assistant Director*

Favrot Student Union Suite 208, GSU Box 4221 Grambling, Louisiana 71245

Phone: 318.274.4095 Fax: 318.274.4004 Email: studenttransportatio@gram.edu

Vehicle Request Form

Today's Date: _____ Requestor name: _____

Contact No. _____ Email: _____

Group, Organization, or Activity: _____

Number of people being transported (see page 2 to list): _____

Day/Date of Pickup: _____ Time of Pickup: _____

Day/Date of Return: _____ Time of Return: _____

Authorized driver's name(s), phone #, and email: _____

Purpose of Travel: _____ Destination(s) (City/State): _____

Account number to be charged: _____

Authorization to charge account/department: _____

Copy of Authorization Record of Driver: Yes No (Circle one)

The fifteen passenger vans (including the driver) are for University related activities and local and state travel only. The maximum radius is 250 miles without additional approval, in which case, please allow 1 week for additional approvals. A maximum of 2 vans may be served at one time.

Vehicle requests must be received at least 3 business days in advance. Requests will not be considered unless all the information above is complete. If any information is incomplete or missing, the form will be denied and returned to the requestor. All drivers must pass the Defensive Driver Training and provide a valid copy of their driver's license to Facilities Management prior to requesting a vehicle. Vehicles must be picked up by the approved driver listed only. Drivers need to show their valid driver's license and the approved copy of this form. If you are picking up or returning a vehicle, the driver(s) must follow the instructions given to them by the Transportation Coordinator. The University reserves the right to remove any person from the driver list for any reason, including violating the University's policies and procedures.

Cancellations or changes should be made 24 hours in advance. Failure to notify Facilities Management the Office of Student Transportation or the Office of Student Affairs will result in a usage charge equal to the number of days that the vehicle was requested (i.e., 2 days at \$50/day is a \$100 charge). The University also



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reserves the right to cancel this request with little or no notice to inclement weather. If the University is closed or classes are cancelled, the van request is cancelled.

Please send all Van Requests to the Office of Student Affairs, Grambling Hall Room 224 or fax to 318-274-3193. If you have any questions, please don't hesitate to the Office of Student Transportation at 318-274-4095 or the Office of Student Affairs at 318-274-6120.

Please list everyone that will be (or could be) on the vans, including the driver(s) on the table below. Capacity is 7 persons per van including the driver.

NAME	G NUMBER	CONTACT NO.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Notes:

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(For Internal Use Only)

Vehicle #: 87 Mileage out: Mileage in:

Vehicle #: 88 Mileage out: Mileage in: