



PARKING & TRANSPORTATION OFFICE
Fleet Vehicle Trip Itinerary Form

200 to 300 miles with 2 Approved Drivers

OR

Over 300 miles with an Advisor and Approved Drivers

1. **This form is to be completed for trips traveling 200 to 300 miles with at least two approved drivers or trips traveling over 300 miles with an approved department advisor and approved drivers.**
2. **This form must be submitted 1 month in advance.**
3. For trips **over 200 miles up to 300 miles** one way the itinerary must be completed and submitted prior to the van reservation being approved. You should have a least 2 approved drivers for approval by the Director of Parking and Transportation or his/her designee.
4. For trips **over 300 miles** you should provide the department advisors name and contact information traveling with the group prior to the van reservation being approved. Given the distance of travel, approval of the itinerary by the Director of Parking and Transportation or his/her designee is required prior to the van reservation being approved.
5. Operators of a van are not permitted to drive for more than ten (10) hours during any one day and no more than four (4) continuous hours without rotating drivers or stopping for no less than one (1) hour for a rest period.
6. Operating a Van from the Van Fleet between the hours of 12am and 6am is not permitted without prior approval from the Director of Parking and Transportation or his/her designee.

Name: _____ Date: _____ Phone: _____

Department: _____ Advisor: _____

Purpose of Trip: _____

Date (s) of Trip: _____ to _____ Destination: _____

Estimated Mileage to Destination: _____ Estimated Travel Time: _____

Please read this form carefully and fill it in as accurately and completely as possible. The information provided is a valuable asset in planning your trip and is the main component of the travel plan that you are required to submit for approval prior to travel. A student and student groups prior driving performance will be taken into consideration for vehicle reservation approval.

VAN TYPE

8 Passenger Mini Van 10 Passenger Van

Pick Up Date: ____/____/____ Time: ____ AM / PM

Drop Off Date: ____/____/____ Time: ____ AM / PM

APPROVED ADVISOR FOR TRIP OVER 300 MILES

Advisor's Name	Phone #	Banner ID #
1.		
2.		
3.		

APPROVED DRIVERS FOR TRIP

Driver's Name	Phone #	Banner ID #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Passengers

Passenger's Name	Phone #	Banner ID #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Driver Log (Please complete for each day of travel)

DAY #

Departure Location:	Departure Time:
Driver #1:	Mileage:

Departure Location:	Departure Time:
Driver #2:	Mileage:

Departure Location:	Departure Time:
Driver #3:	Mileage:

Departure Location:	Departure Time:
Driver #4:	Mileage:

Overnight Accommodations

Hotel/Motel:
Address:
City/State/Zip:
Phone:

Driver Log (Please complete for each day of travel)

DAY #

Day #

Departure Location:	Departure Time:
Driver #1:	Mileage:

Departure Location:	Departure Time:
Driver #2:	Mileage:

Departure Location:	Departure Time:
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Driver #3:	Mileage:
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Departure Location:	Departure Time:
Driver #4:	Mileage:

Overnight Accommodations

Hotel/Motel:
Address:
City/State/Zip:
Phone:

Approval Process to be completed by the Parking Office

	Date	Number of Approved Drivers	Signature
Form Received in Office		N/A	
Approved Advisor Checked			
Number of Approved Drivers Checked			
Parking Director or his/her designee approval			

Upon return were there any issues with this group with speeding, traffic citations, etc?
