

# 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:**  2 Vans/15 seats\* **#A53, A54**  5 Vans/8 seats **#A56 to A60**  Other District Vehicle  
# vans needed # \_\_\_\_\_ # vans needed # \_\_\_\_\_ trucks or golf carts  
 Gas/Voyager Card  Rental Vehicle\*\*  **Gas/Voyager Card ONLY** Rental vehicles only

**FOR:**  Cross Ctry  Swimming  Forensics  Men's Soccer  Women's Soccer  
 Men's Basketball  Women's Basketball  Fire Science Tech  
 Field Trip - **Has a field trip request been completed?** Yes  No

Other Use State Purpose & District Vehicle Requested: \_\_\_\_\_

**DESTINATION** \_\_\_\_\_

<b>VEHICLE/CARD PICK UP</b>	Date _____	Time _____	
<b>DEPARTURE</b>	Date _____	Time _____	
<b>GAME OR EVENT</b>	Date _____	Time _____	
<b>RETURN</b>	Date _____	Time _____	

**VEHICLE/GAS CARD**

Pick up: \_\_\_\_\_

Return: \_\_\_\_\_

completed by M&O Office

**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 for some District Vehicle use
- \* Class B Commercial license with passenger endorsement for 25 required for Bus Driver &
- \* 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  Yes  No

District vehicle available at LPC:  Yes  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