

**USC LANCASTER  
VEHICLE REQUEST FORM**

To be used with all requests for USC Lancaster vehicles. This request is subject to approval.

NAME \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

GROUP \_\_\_\_\_ DATE(S) NEEDED(inclusive) \_\_\_\_\_

**VEHICLE(S) REQUESTED:** (number in parentheses refers to maximum passengers)

\*Van reservation requires special driver's training session  
\*\*Bus reservation requires certified driver (CDL)

DESTINATION \_\_\_\_\_

PURPOSE OF TRIP \_\_\_\_\_

DEPARTURE DATE & TIME \_\_\_\_\_

RETURN DATE & TIME \_\_\_\_\_

DRIVER \_\_\_\_\_ DL # \_\_\_\_\_ STATE \_\_\_\_\_

DRIVER \_\_\_\_\_ DL # \_\_\_\_\_ STATE \_\_\_\_\_

DRIVER \_\_\_\_\_ DL # \_\_\_\_\_ STATE \_\_\_\_\_

\*\*\*\*\*

VEHICLE IS AVAILABLE \_\_\_\_\_

VEHICLE IS NOT AVAILABLE \_\_\_\_\_

**APPROVALS (Only ONE signature required):**

DEAN \_\_\_\_\_

ACADEMIC DEAN \_\_\_\_\_

DEAN OF STUDENTS \_\_\_\_\_

DEPARTMENT HEAD OR MANAGER \_\_\_\_\_