

St. Joseph's College
Office of Student Life

VAN/CAR RESERVATION FORM

Today's date: _____

Department/Organization: _____

Vehicle(s) Needed: CAR _____ VAN 1 _____ VAN 2 _____

Do you need driver(s) from the Plant Staff? _____

If you do not need to have someone assigned from the Plant Staff, who will drive vehicle(s)?

Is/are the driver(s) registered with and approved by Student Life? _____
(Note: *Current, valid driver's license must be on file.*)

Please List Date(s) and Length of Time of Vehicle Use:

Destination: _____

Do you need EZ Pass? _____

If driver(s) not a member of the Plant Staff, keys will be picked up in the Office of Co-Curricular Programs by _____ on _____ (date) at _____ (time) and returned on _____ at _____.

Requested by:

Please print name

Signature: _____

***Form must be submitted at least 72 hours in advance. Car and vans cannot be used without approval of Director of Co-Curricular Programs or Assistant to the Director.**

Approved: _____

Date: _____