

### 3 Easy Steps to Driving A District Vehicle

1. Fill out a Travel Authorization form (obtained from your Dept. AA or Business Services)
  2. Be "authorized" to drive as outlined in the District Transportation Handbook and by following the steps below:
    - A. Complete the DMV Driver Release Form if you have not already done so and return it to Operations
    - B. Complete a defensive driving course depending on the type of vehicle you drive:
      - Keenan Safe Colleges on-line training course is for those employees driving a district vehicle that are Suburbans, sedans, or light pick-up trucks.  
(The training is good for three years for employees. The training results are pulled periodically and posted to the driver's list. If you have any questions about your status, please call your campus contact).
  3. Fill out a Campus Vehicle Request form below and send to Operations via Interoffice Mail along with the completed Travel Authorization.
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#### Campus Vehicle Request

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Area/Department: \_\_\_\_\_

Dean/Supervisor's signature: \_\_\_\_\_

Travel Authorization #: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of departure: \_\_\_\_\_ and time: \_\_\_\_\_

Date of return: \_\_\_\_\_ and time: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Number of passengers: \_\_\_\_\_ Number of vehicles requested: \_\_\_\_\_

- ❖ When vehicles are returned they must be cleaned of any trash and personal items.
- ❖ Vehicle keys, gas cards, and the Pre/Post Trip Form (located in the vehicle) must be turned in at the Operations office upon arrival.
- ❖ When using gasoline credit card, you must make sure the vehicle number, your department, and your name are printed legibly on the receipt