

Campus Safety
Transportation Department
450 Nott Street
Schenectady, New York 12305



Phone: (518) 388-6977
Email: traffic@union.edu

UNION COLLEGE TRANSPORTATION - VEHICLE RESERVATION

Vehicle Preference: Car Mini Van Van (12 pass) Bus & Driver _____

Today's Date:

Contact Person:

Phone #:

Email:

Event Description:

Group/Club/Dept:

Acct# for Charge:

Number of participants:

TRIP INFORMATION

Departure:

Date:

Time:

Location:

Destination:

Return:

Date:

Time:

Departure Location:

Additional Information:

DRIVER INFORMATION:

Union College Transportation Driver needed Other Driver _____

**Other Driver – Student/Staff/Employees are permitted to drive 12 passenger vans or smaller. All drivers must be at least 21 years of age and have a valid NYS driver's license and submit to a license validation and background check through the License Event Notification System (LENS). LENS application will be provided upon request.*

***Out-of-state licenses:** Drivers must submit a copy of their state driver's license with a Drivers Abstract. See your state web-site for details on how to obtain the abstract form to submit.*

OFFICE USE ONLY:

Plate: _____ Mileage: Out _____ In _____
Plate: _____ Mileage: Out _____ In _____