

**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/Trip Itinerary:

**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 you your state web-site for details on how to obtain the abstract form to submit.*

**\*\*\*PLEASE RECORD MILEAGE\*\*\***

Plate: \_\_\_\_\_ Mileage: Out \_\_\_\_\_ In \_\_\_\_\_

Plate: \_\_\_\_\_ Mileage: Out \_\_\_\_\_ In \_\_\_\_\_