

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 _____