

# College Vehicle Reservation - Form 1 District and Campus Vehicles

# PALM BEACH STATE COLLEGE

Palm Beach State College  
4200 Congress Avenue  
Lake Worth, FL 33461

Request Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Department/Program \_\_\_\_\_

Office Ph# \_\_\_\_\_

E-mail \_\_\_\_\_

Out of Town  
Phone or Cell# \_\_\_\_\_

Name of Secondary  
Driver \_\_\_\_\_

Travel  
Destination(s) \_\_\_\_\_

Travel Purpose \_\_\_\_\_

Departure Date \_\_\_\_\_ Departure Time \_\_\_\_\_

Return Date \_\_\_\_\_ Return Time \_\_\_\_\_

## Vehicle Requested

- District Vehicles - Contact the Office of Vice President, Finance and Administration at 868-3455 or email [smithlv@palmbeachstate.edu](mailto:smithlv@palmbeachstate.edu)
- Lake Worth Campus Vehicles - Contact the Campus Scheduling Office at 868-3234 or Fax 868-3890
- Palm Beach Gardens Campus Vehicles - Contact the Campus Provost's Office at 207-5401 or email [deanr@palmbeachstate.edu](mailto:deanr@palmbeachstate.edu)
- Boca Raton Campus Vehicles - Contact the Campus Provost's Office at 862-4401 or 862-4402 or Fax 862-4406
- Belle Glade Campus Vehicles - Contact the Campus Executive Dean's Office at 993-1126 or email [verduzcc@palmbeachstate.edu](mailto:verduzcc@palmbeachstate.edu)
- Loxahatchee Groves Campus Vehicles - Contact the Campus Dean's Office at 790-9007 or email [chowl@palmbeachstate.edu](mailto:chowl@palmbeachstate.edu)

## Departing Campus

Belle Glade     Boca Raton     Lake Worth     Loxahatchee Groves     Palm Beach Gardens

*(applicable only to employees who are requesting and driving the reserved vehicle)*

Signature below certifies that you possess a valid Florida driver license, acknowledge that College vehicles are equipped with GPS tracking devices, and have read and agree to the Palm Beach State College Vehicle Usage Procedures.

**Vehicle will be returned to campus with a FULL tank of gas.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name (Please Print) \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_

Provost/VP (Please Print) \_\_\_\_\_ Provost/VP Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_

The vehicle key is to be picked up and returned to your home Campus Safety Office. Please return the key immediately upon returning to campus. Campus Safety will sign in/out key and vehicle. Campus Safety Offices for Lake Worth and Palm Beach Gardens campuses are open 24/7. Boca Raton Campus Safety Office hours are (M-F) 7:00 AM - 10:00 PM and (Sat) 7:00 AM - 5:00 PM. Belle Glade Campus Safety Office hours are (M-Th) 7:00 AM - 10:00 PM and (Fri) 7:00 AM - 12:30 PM. Loxahatchee Groves Campus Safety Office hours are (M-Th) 7:00 AM - 9:30 PM and (Fri) 7:00 AM - 5:00 PM.

For Office Use Only:

Request is Approved    Request is Denied    Confirmed by: \_\_\_\_\_ Date \_\_\_\_\_

**A COMPLETED COPY OF THIS FORM AND, IF TRANSPORTING STUDENTS, THE OFF CAMPUS RELEASE LOG SUBMITTED TO SAFETY AND RISK MANAGEMENT MUST BE MADE AVAILABLE TO THE CAMPUS SAFETY OFFICE PRIOR TO TRAVEL**