

College Vehicle Reservation - Form 1 District and Campus Vehicles



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

Employee Name _____

Department/Program _____

Office Ph# _____

E-mail _____

Name of Secondary Driver _____

Travel Destination(s) _____

Travel Purpose _____

Departure Date _____ Departure Time _____

Return Date _____ Return Time _____

Date of Request _____

Departing Campus

Lake Worth Palm Beach Gardens

Belle Glade Boca Raton

Out of Town Phone or Cell# _____

Vehicle Requested

- District Vehicle - Contact the office of Vice President, Finance and Administration at #868-3455 or Fax #868-3585
- Lake Worth Campus Vehicle - Contact the Campus Scheduling Office at #868-3234 or Fax #868-3890

- Palm Beach Gardens Campus Vehicle - Contact Campus Provost Office at #207-5401 or Fax#207-5405
- Boca Raton Campus Vehicle - Contact Campus Provost Office at #862-4401 or 862-4402 or Fax #862-4406
- Belle Glade Campus Vehicle - Contact Campus Provost Office at #993-1126 or Fax #993-1129

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

Signature below certifies that you possess a valid Florida driver license 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: _____

Key to vehicle is to be picked up and returned to your home campus Security Office. Please return key immediately upon returning to campus. Security will sign in/out key and vehicle. Security Office for Lake Worth and Palm Beach Gardens campuses are open 24/7. Boca Raton Security Office hours are (M-F) 7:30 a.m. - 10:00 p.m. and (Saturday) 7:30 a.m. - 4:00 p.m. Belle Glade Security Office hours are (M-Th) 7:00 a.m. - 02:00 a.m. and (Friday & Saturday) 7:00 a.m. - 5:00 p.m.

For Office Use Only:

Request is Approved Request is Denied Confirmed by: _____ Date _____

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