

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 561-868-3455 or email ryncarzr@palmbeachstate.edu
- Lake Worth Campus Vehicles - Contact the Campus Scheduling Office at 561-868-3234 or Fax 868-3890
- Palm Beach Gardens Campus Vehicles - Contact the Campus Provost's Office at 561-207-5401 or email deanr@palmbeachstate.edu
- Boca Raton Campus Vehicles - Contact the Campus Provost's Office at 561-862-4401 or 862-4402 or Fax 862-4406
- Belle Glade Campus Vehicles - Contact the Campus Executive Dean's Office at 561-993-1126 or email verduzcc@palmbeachstate.edu
- Loxahatchee Groves Campus Vehicles - Contact the Campus Dean's Office at 561-790-9007 or email chowt@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