

**WEST KERN COMMUNITY COLLEGE DISTRICT
REQUEST FOR TRANSPORTATION**

NOTE: Keys to District vehicles are kept in the Maintenance Office & may be checked out between 8 a.m. and 12 p.m. Monday through Friday.

CAR #72 & MINIVAN #68 ARE KEPT NEXT TO SIDEWALK IN PARKING LOT B.
CAR #71 IS KEPT IN THE MAINTENANCE AREA
OTHER VEHICLES ARE TO BE RETURNED TO THE AREA WEST OF THE ASH STREET DORMS AND KEYS & CREDIT CARDS ARE RETURNED TO MAINT OFFICE

BUDGET CODE _____ **DATE** _____

By Employee in charge _____

For (Purpose and Destination) _____

Name of Driver(s) _____

Number of students _____ and/or employees _____

Leaving: Date _____ Time _____

Returning: Date _____ Time _____

(Requests must be received 7 days in advance of date needed)

REQUESTING: #25 Athletic bus #62 15 passenger van
(Please check one) #65 15 passenger van #68 Minivan
 #71 Malibu #72 Impala
 Orangebelt Personal Vehicle

VEHICLE(S) ASSIGNED: _____ BY _____

APPROVED BY: _____
(Dean)