

Athletics Department Van Request Form

Complete and return the top portion to the Athletics Equipment Room.

Name of Primary Authorized Driver: _____

Name of Secondary Authorized Driver (Optional): _____

Telephone Extension: _____ Email: _____

Name of Club Sport: _____

Destination: _____

Purpose: _____

Number of Vans Needed: _____

Date and Time of Pick Up: _____

Date and Time of Return: _____

Instructions

- Complete this form and return it to the Athletics Equipment Room
- All drivers must read the van rules and sign the Liability Waiver Form before picking up the van.
- The primary authorized driver is responsible for ensuring that van regulations are followed and is also responsible for any fines, damages, and the like incurred. Of you are renting more than one van, please indicate the primary authorized drivers for each van.
- There may be circumstances even if you have a confirmed van reservation in which you may not be able to take out a van. Every effort will be made to find another van, but if none exist then you will not be able to take out a van.
- A travel roster must be provided in order to pick up the keys to the van.