

LAMAR STATE COLLEGE-PORT ARTHUR  
1500 Procter Street, PO Box 310  
Port Arthur, Texas 77641-0310  
409-983-4921



## VEHICLE REQUEST

Today's Date: \_\_\_\_\_

Name of Driver: \_\_\_\_\_

LSC-PA Approved driver: Yes  No

Destination: \_\_\_\_\_

Vehicle Requested:

2010 Large Van  (capacity 12)      2010 Large Van  (capacity 12)      Box Truck  (capacity 2)

Other: \_\_\_\_\_

Vehicle pick up date: \_\_\_\_\_ Pick up time: \_\_\_\_\_

Vehicle return date: \_\_\_\_\_ Return time: \_\_\_\_\_

Vehicle delivery: Yes  No

If yes, where do you need the vehicle delivered?

\_\_\_\_\_

Use of a LSC-PA vehicle for an off campus trip by those employees that are not routinely assigned a vehicle to drive, must be authorized in writing or via E-Mail prior to reserving the vehicle. This authorization may be made by the employee's Department Head, Dean or Director, Vice President or President of the College.

College vehicles should be used only by persons who are acting within the course and scope of LSC-PA related activities or employment.

*Caution: The driver of the vehicle has ultimate responsibility for seeking and possessing information about driving safety and applicable laws. LSC-PA will not be responsible for any traffic citations resulting from the actions of the driver.*

Requested by: \_\_\_\_\_  
SIGNATURE

Approved By: \_\_\_\_\_  
DIRECTOR OR DEPARTMENT CHAIR

Department: \_\_\_\_\_

Approved By: \_\_\_\_\_  
FLEET MANAGEMENT

Extension: \_\_\_\_\_

**RETURN TO THE PHYSICAL PLANT VIA EMAIL, FAX (984-6007), OR CAMPUS MAIL**