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

Today’s Date: ________________________________

Name of Driver: ____________________________________________

LSC-PA Approved driver: Yes □ No □

Destination: ________________________________________________

Vehicle Requested:

    □ Large Van(s) (Capacity of 12 Including Driver)
    □ Box Truck (With Lift Gate)
    □ 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: ________________________________  Approved By: ________________________________

    SIGNATURE  DIRECTOR OR DEPARTMENT CHAIR

Department: ________________________________  Approved By: ________________________________

    ________________________________  FLEET MANAGEMENT

Extension: ________________________________

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

Rev. 03-12-14