

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:

_____ 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: _____
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