



MEDAILLE  
COLLEGE

## VAN USAGE REQUEST

### Learning Communities

Directions: complete the form and return to Kari Costelloe (M201). You will be notified of van approval by Public Safety.

Date submitted <small>(van requests must be submitted at least two weeks prior to the event)</small>	
Date of event	
Pick-up time	
Drop-off time	
Destination	
Total number of students/instructors	
Number of vans requested <small>(each van will accommodate 12 people)</small>	
Driver #1	
Driver #2	
Driver #3	

**Drivers will only be provided in extenuating circumstances. Instructors, please arrange to drive the vans\*.** If you have not already done so, you will need to be approved as a college driver.

Here's how:

1. Submit a copy of your driver's license to Gloria Shields (M129; ext. 2802).
2. Drivers are approved and verified by our insurance company. This process takes three to five business days; plan accordingly.
3. **No one** will be allowed to drive until they are approved by the insurance company.

#### Van pick-up and drop-off

1. Pick up/drop off van(s), key(s), and paperwork at Public Safety (2 Agassiz)
2. If the officers are out on patrol, call 880 – 2911

*\*If you are unable to drive, Public Safety requires at least two weeks' notice in order to arrange a driver.*

cc: Ron Christopher, Public Safety  
Brad Hollingshead, Academic Affairs

Received: \_\_\_\_\_

Submitted to Public Safety: \_\_\_\_\_

Approved: \_\_\_\_\_

REV 10-2009