



# MIAMI DADE COLLEGE – WEST PUBLIC SAFETY DEPARTMENT Vehicle Reservation Form



Phone: (305) 237-8100 & Fax: (305) 237-8946

**Instructions:** Complete, fully, the required information listed below on this form. All information submitted MUST be legible and correct (Including signature at the bottom), or the request WILL NOT be processed. Send this request to [westvehicleuse@mdc.edu](mailto:westvehicleuse@mdc.edu) one week in advance. *Vehicle Use is governed by MDC Procedure 1470*

**If desired date is within a week of request this form must be walked to the dispatcher's office for approval.**

**Requestor Information:**

Name of Requestor: \_\_\_\_\_ Department Name: \_\_\_\_\_

Department Telephone: 7-\_\_\_\_\_ Department Fax: \_\_\_\_\_

Vehicle Type: \_\_\_\_\_  
\*ex (van, car, and Passenger #)

**Purpose of Use:** \_\_\_\_\_

**Requested Date & Time:**

Pick Up: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Driver Information:** Check here if same as above

Driver Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Requestor/Driver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I have read and agree to follow College Procedure 1470, Use of Vehicles. Any damages must be reported to Public Safety Dispatch by calling 305-237-8100.*

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**\*\*\*OFFICE USE ONLY\*\*\***

**Vehicle Number:** \_\_\_\_\_

**Received On:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

**Gas Card Issued: Y / N**