

APPROVED _____

DATE _____

**DALTON STATE COLLEGE VEHICLE
RESERVATION FORM**

EMPLOYEE REQUESTING: _____

EMPLOYEE DRIVING: _____

**NUMBER OF PASSENGERS
(INCLUDING DRIVER):** _____

DESTINATION/PURPOSE: _____

DEPARTURE DATE: _____ **TIME:** _____

RETURN DATE: _____ **TIME:** _____

SIGNATURE: _____ **DATE:** _____

PLEASE MAKE COPIES OF THIS FORM FOR YOUR FILE.

**ALL RESERVATIONS WITH STUDENT DRIVERS MUST FURNISH A COPY OF
VALID DRIVERS LICENSE BEFORE APPROVAL.**

NO PERSONAL USAGE OF ANY STATE OWNED VEHICLES.