

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.