



Barstow Community College

District Vehicle Driver Request Form

PLEASE READ THESE INSTRUCTIONS:

A Request to Drive District Vehicles should be received **14 work days** prior to the date of the trip.

1. Complete this form along with the DMV Employer Pull Notice release form.
2. Include a copy of driver's California Driver's License.
3. E-Mail or hand-deliver to Human Resources.

For insurance purposes, anyone under the age of 18 will not be approved to drive district vehicles.

To: Human Resources
 Email: HR@barstow.edu

Fax: 760/252-6777

The following employee/volunteer will be driving district vehicles and requires a DMV Check.

CHECK ONE: **EMPLOYEE** **VOLUNTEER**

Driver's Name

Driver's Date of Birth

Current Address

Telephone Number/Extension

Department

Driver's License Number, Class and State Issued

Supervisors Name

B#/Employee Number

I certify that the above information is true and correct. I also authorize Barstow Community College to request a DMV report for insurance purposes.

Driver's Signature

Date

Advisor/Instructor/Staff Name (please print)

Advisor/Instructor/Staff Signature

Date

Requestor/Department and Supervisor's Name

Date

Total occupants for BCC vans cannot exceed ten (10) persons, including the driver, otherwise a commercial, Class B license is required.

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

The above-listed person **is** **is not** authorized to drive a BCC vehicle.

 HR Representative Signature

 Date