



Texas State Technical College Harlingen

Physical Plant Vehicle Reservation Request

1. Type of vehicle requested: _____
2. Period Requested: From: _____ Time: _____
To: _____ Time: _____
3. Destination: _____
4. Requestor: _____ Ext. _____
5. Driver(s): _____ TDL No. _____
6. Assigned Account for Expenses: _____
7. Program Chairperson Authorization: _____ Date: _____
8. Division Director Authorization: _____ Date: _____
9. Special Requests: _____
10. Reservation Confirmed: _____ Date: _____

VEHICLE REQUIREMENT/RULES

Vehicle Reservation Request must be submitted to the Physical Plant Office within 3 days for van/bus confirmation. Failure to do this may result in no confirmed reservation.

Driver and requester must be familiar with: Faculty and Staff Handbook, page 2.20, use of TSTC Harlingen owned property. Policy and Procedures: 9.01 injury reporting (page 2 of 3), 9.02 accident reporting (page 7 of 8), 9.05 Seat Belts, if available, will be worn when using a State Vehicle.

Only TSTC employees are authorized to drive the campus vehicles and **NO STUDENTS** are authorized to drive campus vehicles.

The vehicles **WILL NOT** be used to transport personnel other than TSTC employees, students and other personnel directly related to TSTC (i.e. Advisory committee members, Board of Regents, etc.)

The driver must have valid and proper drivers license.

The driver's MVR must be on record and meet TSTC insurance and management guidelines.

Vehicles must be signed out-at Physical Plant Mechanic Shop when picking up vehicle(s).