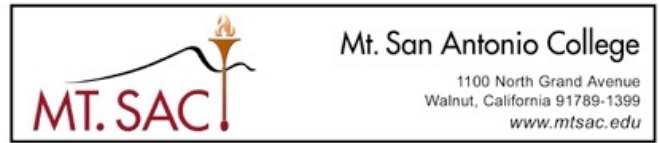


# FIELD TRIP AUTHORIZATION AND/OR TRANSPORTATION REQUEST



## A. Field Trip Authorization

Requested by: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Course Title: \_\_\_\_\_ Ref. #: \_\_\_\_\_

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

Destination: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ \* Round trip miles: \_\_\_\_\_ \*

**\*Trips over 150 miles (radius) or out of the country require additional approval.**

Purpose of trip:

Off campus class meeting    **OR**     College Transportation Requested\*\*     Number of participants (please attach class roster)

**First Aid Kits:** Instructors may sign out fanny-pack style first aid kits at Student Health when taking students on a field trip where they may not have immediate access to emergency supplies/services.

## B. Request and Agreement for Use of College Vehicle

**\*\*Requests for college vehicles are made through Facilities Planning and Management at least two weeks prior to the field trip.**

Type of Vehicle Requested:     Number of Vehicles:

Special Instructions:     Number of passengers (including driver):

For vans: Vans cannot be picked up any earlier than departure time indicated without prior approval from Transportation Office  
 For buses & charters –   
 Desired pickup location: \_\_\_\_\_  
 Regular bus pick-up location is in front of Performing Arts Center

Drivers of College Vehicles: Please list the names of all potential drivers for this trip, including alternate drivers. Check box if a new driver.

\_\_\_\_\_  ; \_\_\_\_\_  ; \_\_\_\_\_

\_\_\_\_\_  ; \_\_\_\_\_  ; \_\_\_\_\_

All new potential drivers must file a CONSENT TO VERIFY DRIVING RECORD form with the Transportation office and show proof of insurance. Requests must be received in the Transportation Office at least **two weeks** prior to the date the vehicle is needed.

Employee's signature below acknowledges the understanding of the Administrative Procedures regarding College vehicles. Failure to comply with the College transportation policies may result in refusal of future College vehicle use.

## C. Signatures (applicable to Section A and/or Section B above).

Employee/Instructor	Date	Vice President (over 150 miles from Mt. SAC)	Date
Division Dean/Department Director	Date	Board of Trustees (over 500 miles from Mt. SAC or out of the country – per AP 4350)	Date

Routing:  
 Originator     Division Office (until trip has occurred)     Transportation Office (only if college transportation is requested)     Public Safety

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 Transportation Office use only:  
 Date received in Transportation Office: \_\_\_\_\_    Vehicle Assigned: \_\_\_\_\_