



**MIAMI DADE COLLEGE – NORTH
PUBLIC SAFETY DEPARTMENT
Vehicle Reservation Form
Phone: (305) 237-1100**



Instructions: Complete fully the required information listed below on this form. All information submitted MUST be legible and correct (Including signature at the bottom), or the request WILL NOT be processed. Send this request to **NorthVehicleUse@mdc.edu** one week in advance. *Vehicle Use is governed by MDC Procedure 1470*
If desired date is within a week of request this form must be walked to the Public Safety office for approval.

Requestor Information:

Name of Requestor: _____ Department Name: _____

Department Telephone: 7-_____ Vehicle Type: _____

*ex (van, car, and Passenger #)

Purpose of Use: _____

In-District _____

Out-of-District _____ (Include approved leave of absence for Out-of-District)

Campus Administration approval (out-of-district only)

(In-District Travel – travel performed within the boundaries of the college district (Broward County, Miami-Dade County, and Monroe County north of and including Long Key) (Out-of-District Travel – travel performed outside the boundaries of the college district (Broward County, Miami-Dade County, and Monroe County north of and including Long Key) MDC Procedure 3400

Requesting Date & Time:

Pick Up: Date: _____ Time: _____

Return: Date: _____ Time: _____

Driver Information: Check here if same as above _____

Driver Name: _____ Contact Number: _____

Driver Signature: _____ **Date:** _____

I have read and agree to follow College Procedure 1470, Use of Vehicles. Any damages must be reported to Public Safety Dispatch by calling 305-237-1100.

*****OFFICE USE ONLY*****

Vehicle Number: _____

Received On: _____ **Approved by:** _____