Tohono O'odham Community College Guest Speaker/ Field Trip

Requesters Name:

Contact Info: Email:

Name of Class:

Campus (check one): Main Central West

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Guest Speaker

Name of Guest Speaker(s): Address of Guest Speaker(s): Telephone*#*: Date of Event: Time of Event: Purpose for Guest Speaker:

\* Honorarium requested (check one)? YES ($100.00) \_ NO \_

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Field Trip

Driver(s): Destination:

Purpose for Field Trip:

Departure date:

Departure time:

Return time:

Type of Vehicle:

\*Attach a list of all passenger's.

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# \*\*LIMITED to 1 Field Trip OR 1 Guest Speaker PER COURSE PER SEMESTER\*\*

Date Processed:

FOR OFFICE USE ONLY

Approve or Deny

Division/ Dept.: Education Signature:

Comments:

**TOCC Effect Fall 2018 Schooldude Request #**

# Tohono O'odham Community College Authorization for Business Use of GSA/College Vehicles

**Authorized drivers have been approved and have no reported major traffic violations. Drivers understand ALL GSA/College vehicle policies. Vehicles are not to be used for private business or personal use. There will be NO transporting of family, person friends, or non-TOCC employees. No smoking in vehicles. Executive Order 13512 prohibits texting while driving a government vehicle.**

**Vehicles are not for transportation to or from work or to be parked at personal residence without a valid written authorization with signature of approval from reporting supervisor and the Director of Operations.**

**Request Information**

Responsible: Department: Departure Date: Return Date: Departure Time: Return Time: Destination: Number of Passengers: Location of parking (e.g., Hotel or residence): Reason for use: List of Drivers:

**Vehicle Information**

Make/Model: Plate Number:

In case of an accident, breakdown, arrest or other violations, contact the proper authorities and notify the Director of Operations at (520)235-3604. Please complete the accident report forms (Driver – Form 91, Witness – Form 94, and if necessary, Third Party – Form 95) and turn in to the Director of Operations, the forms are available in the vehicles mileage log binder.

Driver Signature Date

Supervisor Date

Director of Operations Date