Hampshire College Pool Vehicle Trip Roster Form

This completed form must be given to CSS officer prior to leaving campus.

PLEASE NOTE:

It is absolutely imperative that the driver report to Campus Safety Dispatch (413-549-5424) as soon upon arriving back on campus. If a trip’s return to Hampshire is going to be more than one hour after the scheduled return time, CALL DISPATCH with the revised time of return. *FAILURE TO CHECK IN PRIOR TO THE END OF THE HOUR GRACE PERIOD WILL RESULT IN A FINE AND MAY JEOPORDIZE THE DRIVER’S AUTHORIZATION TO USE POOL VEHICLES.*

I have read and understand the above: ____________________________________________

Signature of the Driver

We will be back by: ____________ ____________

Cell phone number of the driver or passenger

Destination: __________________________________________________________

List of Passengers (print legibly):

1. (Driver) __________________________________________ 5. __________________________________________
2. __________________________________________ 6. __________________________________________
3. __________________________________________ 7. __________________________________________
4. __________________________________________ 8. (P4/P5/P6 only) __________________________________________

Problems with the vehicle?
________________________________________________________________________
________________________________________________________________________

For Campus Safety and Security Use:

Date and time of return: __________________________________ By: ________________________________

Revised 2/8/19