HAMPSHIRE COLLEGE VAN CHECK IN/OUT FORM

Reservation confirmation email and this complete form must be presented to CSS for Van pick up.

Vans must be picked up and returned at times designated on reservation email.

Failure to check in returned van with CSS could jeopardize driver's future use of pool vans.

ALL fields below must be filled out by Driver and CSS staff by end of trip.

Driver Name:	Mileage Out:	VAN #
Driver cell phone #	Mileage In:	
Alt Driver name & #:		Request #
Date OUT: Date IN	Cost per Mile: 0.58 Gas Tank Full: Y or N	

Emergency, college contact (other than driver):

Destination/purpose:

-63070

 Bill to Account (13 digit # found on confirmation email)   Department

Account Administrator Signature:

Passenger FIRST and LAST Names!:

1)

2)

3)

4)

5)

6)

7)

8 (P4/P5/P5)

Van problems OUT:	CSS Init	Van problems IN:	CSS Init
BODY:		BODY:	
INTERIOR:		INTERIOR:	
LIGHTS:		LIGHTS:	
ENGINE:		ENGINE:	
OTHER:		OTHER:	
		EZPass used: Y or N	

Undersigned acknowledges van is in satisfactory condition, except for the noted damages

OUT   **OUT**

Driver's Signature   ID #   Date/time   CS officer (print clearly)   Unit #   Date/time

IN   **IN**

Driver's Signature   ID #   Date/time   CS officer (print clearly)   Unit #   Date/time

CONTACT CSS BY CALLING CAMPUS DISPATCH 413 559-5424