

HAMPSHIRE COLLEGE VAN CHECK OUT/IN FORM

All drivers/riders must wear masks and safely distance with no more than three people in one van.

Reservation 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 and signed 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/P6) _____					
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