



NOVA SOUTHEASTERN UNIVERSITY
Office of Student Leadership and Civic Engagement
 Phone: (954) 262-7290 Fax (954) 262-3537

Van Request Form

Name of Organization		No. of Riders
Contact Name	Contact NSU Email	Contact Phone Number

Only (12) passengers and (1) driver may ride in the van at one time.
 Please make allowances for luggage when requesting vehicles

Our organization requests the following:

No. of Passenger Vans

Trip Description

For date of pick-up:

- Physical plant is not open on Saturday or Sunday

One Day ->	Date Needed:	Pick-up Time:	Drop-Off Time:
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If needed for more than one day, please provide the following:

Date of Pick-up:	Pick-up Time:	AM / PM
Date of Return:	Drop-Off Time:	AM / PM

Driver Requirements:

- 1) Drivers must have clearance from Risk Management to drive university vans.
- 2) Drivers must complete van certification training course to obtain van certification training card.
- 3) Submit copies of van certification training card for each driver listed on completed van request form.
- 4) Drivers must present **van certification training card** at time of van pick-up.

Driver 1.Name:	Phone:	NSU ID NUMBER:	Issued Card No:
Driver 2.Name:	Phone:	NSU ID NUMBER:	
Driver 3.Name:	Phone:	NSU ID NUMBER:	
Driver 4Name:	Phone:	NSU ID NUMBER:	

Approval by student organization advisor:

Print Name:	Phone Number	Email:
Signature:	Date	