

# Berrien RESA

## VEHICLE USAGE REQUEST FORM

Please complete and return this form at least two (2) days in advance to:  
Facilities & Operations, Troy Boone.

- T2 White Van
- Seats Upright Position
- Seats Stowed Away

We will try to accommodate all requests. However, at times there is a heavy demand for the vehicle. Please try and schedule the vehicle as far a head as possible.

**REMEMBER – FIRST COME, FIRST SERVED!**



I wish to reserve the vehicle noted above on (date) \_\_\_\_\_

From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

For the purpose of \_\_\_\_\_

Employee name: \_\_\_\_\_

Employee driver's license number: \_\_\_\_\_  
(Please list, even if on file)

NOTE: Only Berrien RESA employees are allowed to drive RESA vehicles. A license check will be done prior to release of vehicle. A record check takes 1-2 weeks. Please allow ample time.

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_



Approved  Not Approved

\_\_\_\_\_  
Facilities & Operations Supervisor

Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_