



SU Student Services, Inc.

Van Request

- All drivers must be at least 21 years of age with a valid driver's license.
- All drivers must complete a SUSSI Driver Authorization Form.
- Driver Authorization Forms are valid for only one-(1) semester.
- Driver's may not request/drive a van if they have received a violation within the last twelve-(12) months.
- These forms are to be submitted no later than ten-(10) business days prior to travel dates.
- Vans are allowed to travel a maximum of 300 miles one way to reach destination.

Number of Van's requested 1 or 2

Date of Departure _____ Date of Return _____

Destination _____

Purpose of Trip _____

Group(s) or Organization(s) Name _____

Contact Person Name _____

Phone _____

Email _____

Are there any SU Employees traveling with you? If so please list name(s) and office(s)

Advisor Name _____ Phone _____

As Advisor, I am aware that the above named group(s)/organization(s) will be using the SUSSI Van(s) for travel.

Signature of Advisor

Date

List of Driver(s)

- All driver's must be at least 21 years old and completed the SUSSI Driver Authorization Form

Name _____

License _____ State of Issue _____ DOB _____

Name _____

License _____ State of Issue _____ DOB _____

Name _____

License _____ State of Issue _____ DOB _____

Name _____

License _____ State of Issue _____ DOB _____

Note: This form must be completed and submitted to the University Union & Student Activities (CUB) Office Ten-(10) Business days PRIOR to the use of the SUSSI Vans.

The Group (s) or Organization(s) accepts responsibility for providing transportation back to the area in the event of an auto accident or breakdown. The University Union & Student Activities (CUB) Office is not responsible for transportation back to the area.

Signature of Group Member

Local Phone #

Signature of Driver

Date

Sign if Employed by University

Date

Office Use Only
Van Number (s)



SUSSI Van Request
& Driver Authorization Form