



## ***Admission Car Request Form***

Priority for use of the Admission Car will be given to Admission Staff on recruitment trips and/or transporting visiting students and their families.

Completion of this form **does not guarantee** use of the car. A confirmation and details will be emailed to you as soon as the dates and times are cleared.

Only individuals already approved to drive college vehicles should drive the admission car. All college car usage policies and restrictions apply, and are the responsibility of the driver who requests the car.

By completing and submitting this form, you are agreeing to all the College car usage policies.

Person Using Car \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ SMC E-mail \_\_\_\_\_

Pick-Up Date \_\_\_\_\_

Pick-Up Time \_\_\_\_\_

Return Date and Time \_\_\_\_\_

Destination \_\_\_\_\_ Form Submission Date \_\_\_\_\_

### **PLEASE REMEMBER...**

- **Car should be returned with the same gas level as it had when picked up.**
- **Overnight usage and extended periods will not be approved.**
- **You must give at least one (1) week advanced notice.**

Please return to Wanda Dudley or Ann Sheldon in Admission:

[wdudley@saintmarys.edu](mailto:wdudley@saintmarys.edu) [asheldon@saintmarys.edu](mailto:asheldon@saintmarys.edu)