



MIAMI DADE COLLEGE – KENDALL CAMPUS
PUBLIC SAFETY DEPARTMENT
Vehicle Reservation Form



Phone: (305) 237-2100 & Fax: (305) 237-0632

Instructions: Complete, fully, the required information listed below on this form. All information submitted MUST be legible and correct (Including signature at the bottom), or the request WILL NOT be processed. Send this request to kendallvehicleuse@mdc.edu one week in advance. *Vehicle Use is governed by MDC Procedure 1470*

If desired date is within a week of request this form must be walked to the dispatcher's office for approval.

Requestor Information:

Name of Requestor: _____ Department Name: _____

Department Telephone: 7-_____ Department Fax: _____

Vehicle Type: _____
*ex (van, car, and Passenger #)

Purpose of Use: _____

Requested Date & Time:

Pick Up: Date: _____ Time: _____

Return: Date: _____ Time: _____

Driver Information: Check here if same as above

Driver Name: _____ Contact Number: _____

Requestor/Driver Signature: _____ **Date:** _____

I have read and agree to follow College Procedure 1470, Use of Vehicles. Any damages must be reported to Public Safety Dispatch by calling 305-237-2100.

*****OFFICE USE ONLY*****

Vehicle Number: _____

Received On: _____ **Approved by:** _____

Gas Card Issued: Y / N