

Sagehen Shuttle Request Form

- **Requests must be submitted at least one week in advance.**
- The Shuttle Manager will frequently check requests, but is under no obligation to provide immediate service for last minute requests.
- You or your group will be responsible for providing maps and directions.
- When your trip is confirmed, you will receive a notice via e-mail / voice mail informing you of your driver's name.
- Please contact the ASPC Office with any questions or concerns: x18611 or x18610.
- The Sagehen Shuttle is a **6 passenger** vehicle.

- The cost of a trip to or a pick up from Ontario International Airport: \$5.00

- Is this a ***VOLUNTEER ACTIVITY***? If so, please provide the initial of a Volunteer Center Staff member: _____

Name: _____

Phone Number: _____ e-mail: _____

Date of trip: _____

Destination: _____

Location and Time of Departure from Pomona: _____ am/pm

Time Departing from Destination: _____ am/pm Number of Passengers (up to 6): _____

The Shuttle must be returned in a clean condition. Please pick up any litter or a cleaning fee will be assessed. The A.S.P.C. office is not responsible for any lost or stolen items.

In the event of an emergency, please contact Campus Security at 907-2000.

For office use only:

Driver assigned to trip: _____

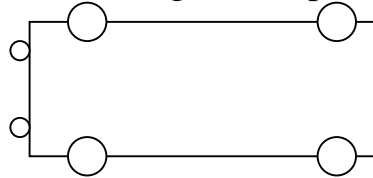
For Driver's & Office Use

Driver's Name: _____ Phone Number: _____

Safety Inspection: Initial items in satisfactory condition at the start of the trip and inform the Manager of any problems. *If you deem the van unsafe to operate, postpone the trip and immediately notify the Shuttle Manager.*

Headlights	_____	Turn Signals	_____
Tail/Brake Lights	_____	Brakes	_____
Steering	_____	Horn	_____
Climate Controls	_____	Seats/Seatbelts	_____
Windows	_____	Doors	_____
Mirrors	_____	Wipers	_____
Tires	_____		

Visual Body Inspection (please use diagram to specify any problems):



Additional Notes: _____

Starting Mileage	_____	Ending Mileage	_____
Time Out	_____	Time In	_____
Waiting Time	_____	# of Passengers	_____
Driver's Signature	_____		

In the event of an emergency, please contact Campus Security at 907-2000.

Invoice Number _____ Payment Received _____