



Transportation Request Form

Please fill in all applicable information and return to the above named individual that coincides with your base campus for the transportation request to be reviewed and processed. All transportation requests should be submitted at least one week in advance with an approved purchase order

Date of Request: _____

Date Received by Financial & Admin. Services: _____

Requester: _____

Travel Event: _____

Location of Event: _____

Dates of Event: _____

Number of Participants: _____

Please check/fill in the information requested below:

Type of Vehicle Requested:

- College Motor Coach _____
- Charter Bus _____
- Rental Van _____
- Rental Car _____
- Other College Vehicle _____

Who Will Drive:

- Contracted Driver _____
- College Employee _____

If College Employee Name of Employee: _____

Attach Copy of C.D.L.

Continue to Page 2

Joni Lambert
Joni.Lambert@coastalalabama.edu
 251-580-2207
 Bay Minette, Fairhope, Fairhope Academy,
 Gulf Shores & Mobile Aviation

Jennifer Pollitte
Jennifer.Pollitte@coastalalabama.edu
 251-809-1529
 Atmore & Brewton

Bryant Tuberville
Bryant.Tuberville@coastalalabama.edu
 251-575-8275
 Gilberttown, Jackson, Monroeville &
 Thomasville

When Will You Leave Campus:

Date: _____

Time: _____

When Will You Return to Campus:

Date: _____

Time: _____

From Which Location Will You Depart:

- Bay Minette Campus _____
- Fairhope Campus _____
- Gulf Shores Campus _____
- Brewton Campus _____
- Monroeville Campus _____
- Other: _____

Location of Pickup: _____

To Which Location Will You Return:

- Bay Minette Campus _____
- Fairhope Campus _____
- Gulf Shores Campus _____
- Brewton Campus _____
- Monroeville Campus _____
- Other: _____

Location of Drop-off: _____

Has travel to this event been approved? (attach travel request)

Yes _____ No _____

Please state any other information the Transportation Department needs to know pertaining to this trip: