



COASTAL ALABAMA
COMMUNITY COLLEGE

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: _____

Requested By: _____ **Department:** _____

Purpose of Travel: _____

Place of Event: _____

Address of Event: _____

Dates of Event: _____

of Passengers: _____ **Names of Passengers or attach a list :** _____

Office Phone #: _____ **Alternate Phone #:** _____
(for bus driver to communicate with you)

Please complete the information requested below:

Type of Vehicle Requested: (Must have more than 15 Passengers to qualify for travel by bus)

College Motor Coach <small>Authorized Bus Drivers Only</small>	Other College Vehicle	Charter Bus Services <small>When College Bus is unavailable or approved overnight trips or trips longer than 10 hours.</small>
<input type="checkbox"/> 54/56 Pass Bus	<input type="checkbox"/> Car <input type="checkbox"/> SUV	
<input type="checkbox"/> 45/47 Pass Bus	<input type="checkbox"/> Truck <input type="checkbox"/> Van	20-29 Pass 30-47 Pass
20 Pass Bus (Brewton Only)	College Employee *	48-55 Pass

* College Employee Driving: (Name) _____

* Attach copy of Driver's License and CDL (if required)

Campus Departing From:			Campus Returning To:		
Date: _____			Date: _____		
Time: _____			Time: _____		
Location of Pick-Up:			Location of Drop-Off:		
<input type="checkbox"/> Bay Minette	<input type="checkbox"/> Atmore	<input type="checkbox"/> Gilbertown	<input type="checkbox"/> Bay Minette	<input type="checkbox"/> Atmore	<input type="checkbox"/> Gilbertown
<input type="checkbox"/> Fairhope	<input type="checkbox"/> Brewton	<input type="checkbox"/> Jackson	<input type="checkbox"/> Fairhope	<input type="checkbox"/> Brewton	<input type="checkbox"/> Jackson
<input type="checkbox"/> Gulf Shores		<input type="checkbox"/> Monroeville	<input type="checkbox"/> Gulf Shores		<input type="checkbox"/> Monroeville
<input type="checkbox"/> FH Airport Acad		<input type="checkbox"/> Thomasville	<input type="checkbox"/> FH Airport Acad		<input type="checkbox"/> Thomasville
<input type="checkbox"/> Mobile			<input type="checkbox"/> Mobile		
<input type="checkbox"/> NBCT			<input type="checkbox"/> NBCT		
<input type="checkbox"/> SBCT			<input type="checkbox"/> SBCT		

Has travel to this event been approved: YES NO Approved PO #: _____
(Please attach a copy of the approved purchase order)

Send the completed form to the individual below based on your campus location:

AT & BR Campuses	BM, BF, FH & GS Campuses	MV Campus	GT & TV Campuses
Jennifer Pollitte, 251-809-1520 Jennifer.Pollitte@coastalabama.edu	Nathan Taylor, 251-202-1236 Nathan.Taylor@coastalabama.edu	Bryant Turberville, 251-575-8283 Bryant.Turberville@coastalabama.edu	Will Richerson, 334-637-3144 Will.Richerson@coastalabama.edu



EMERGENCY PROCEDURES POLICY

In the event that an accident/emergency takes place while driving a Coastal Alabama Community College vehicle, please follow the steps below:

- I. In case of an ACCIDENT:**
 - a. Locate the insurance information in the vehicle binder**
 - b. Call law enforcement officials**
 - c. Contact one of the following, per your base campus:**
 - i. Nathan Taylor: (251) 202-1236**
Bay Minette, Fairhope, Gulf Shores & Mobile Campuses
 - ii. Bryant Turberville: (251) 575-8275**
Monroeville Campus
 - iii. Jennifer Pollitte: (251) 809-1529**
Atmore & Brewton Campuses
 - iv. Will Richerson: (334) 637-3144**
Gilbertown & Thomasville Campuses
 - d. If you are unable to reach one of the above, contact Campus Police to deliver the information and take appropriate action: (251) 580-2222**

- II. In case of an ACCIDENT with INJURY:**
 - a. Call 911**
 - b. Locate the insurance information in the vehicle binder**
 - c. Contact one of the following, per your base campus:**
 - i. Nathan Taylor: (251) 202-1236**
Bay Minette, Fairhope, Gulf Shores & Mobile Campuses
 - ii. Bryant Turberville: (251) 575-8275**
Monroeville
 - iii. Jennifer Pollitte: (251) 809-1529**
Atmore & Brewton Campuses
 - iv. Will Richerson: (334) 637-3144**
Gilbertown & Thomasville Campuses

- III. In case of vehicle trouble:**
 - a. Nathan Taylor: (251) 202-1236**
Bay Minette, Fairhope, Gulf Shores & Mobile Campuses
 - b. Bryant Turberville: (251) 575-8275**
Monroeville
 - c. Jennifer Pollitte: (251) 809-1529**
Atmore & Brewton Campuses
 - d. Will Richerson: (334) 637-3144**
Gilbertown & Thomasville Campuses