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 Authorized Bus Drivers Only	**Other College Vehicle**		**Charter Bus Services** **When College Bus is unavailable or approved overnight trips or trips longer than 10 hours.**	
☐ 54/56 Pass Bus	☐ Car	☐ SUV		
☐ 45/47 Pass Bus	☐ Truck	☐ 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: _____		
☐ Bay Minette	☐ Atmore	☐ Gilbertown	☐ Bay Minette	☐ Atmore	☐ Gilbertown
☐ Fairhope	☐ Brewton	☐ Jackson	☐ Fairhope	☐ Brewton	☐ Jackson
☐ Gulf Shores		☐ Monroeville	☐ Gulf Shores		☐ Monroeville
☐ FH Airport Acad		☐ Thomasville	☐ FH Airport Acad		☐ Thomasville
☐ Mobile		☐	☐ Mobile		☐
☐ NBCT			☐ NBCT		
☐ SBCT			☐ 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

Nathan Taylor
Nathan.Taylor@coastalalabama.edu
251-202-1236

COASTAL ALABAMA
COMMUNITY COLLEGE

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** Nathan Taylor (251) 202-1236
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** Nathan Taylor (251) 202-1236
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

III. In case of vehicle trouble:

a. **Contact** Nathan Taylor (251) 202-1236
b. **If you are unable to reach one of the above, contact Campus Police to deliver the information and take appropriate action:** (251) 580-2222