



## Vehicle Reservation Request

The following are required to be sent to your Program Support person with faculty approval:

This form (Vehicle Reservation Request).

[Travel Approval Form.](#)

[FS-2 Form](#) and copy of front and back of Driver's License. The department will hold onto these. Drivers must hold a valid United States driver's license and maintain a valid driving record.

ALL drivers must be registered with Fleet Services.

To register, visit 255 Sterrett Drive, Blacksburg or call 540-231-6141 to set up Zoom meeting.

### Driver Information

Name

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Email

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Alt driver name & email

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### Vehicle & Travel Information

Names of passengers

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Destination

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Vehicle type needed

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Pick up date & time

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Return date & time

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Business purpose

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Enter one or more:

Fund#/Project/Team#

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Faculty approval

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