



Fleet Services

Office of Administration, Business Services Division

University of California, Davis

Date: _____
To: Fleet Services - Charter Bus Operations
From: _____
Re: Department Head Authorization of Charter Bus for non-University Personnel

Department Head Authorization of a single Charter Bus trip

Per Policy & Procedure Manual 300-30, "Department Heads are responsible for authorizing and controlling official use of University-owned vehicles by persons under their jurisdiction", I authorize the use of a University Charter Bus to transport non-University personnel for the following Charter:

Department Head Signature: _____

Department Head Name Printed: _____

Department: _____

Phone Number: _____

Email: _____

Authorizations must be on file or provided to Charter Bus Operations before bus transportation can be confirmed. This form will be kept on file at Fleet Services until revised or rescinded. Questions pertaining to this form should be directed to UC Davis Charter Bus, 530-752-0788.

Email completed form to merobinson@ucdavis.edu or fax to 530-754-6837



Fleet Services

Office of Administration, Business Services Division

University of California, Davis

Date: _____

To: Fleet Services - Charter Bus Operations

From: _____

Re: Department Head Delegation of Authority for Charter Bus for non-University Personnel

Department Head Delegation of Authority for recurrent Charter Bus trips

The following University employees are authorized to request and schedule Charter Bus transportation for non-University personnel on my behalf from UC Davis Fleet Services.

Reference- PPM 300-30 "Department Heads are responsible for authorizing and controlling official use of University-owned vehicles by persons under their jurisdiction"

_____	_____
_____	_____
_____	_____

This Delegation of Authority is valid for the following dates:

From: _____ To: _____

Department Head Signature: _____

Department Head Name Printed: _____

Department: _____ Phone Number: _____

Email: _____

Authorizations must be on file or provided to Charter Bus Operations before bus transportation can be confirmed. This form will be kept on file at Fleet Services until revised or rescinded. Questions pertaining to this form should be directed to UC Davis Charter Bus, 530-752-0788.

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