

MESSIAH COLLEGE
15 Passenger Van Towing
Request for Exception

15 Passenger Van Towing Policy:

“The towing of trailers behind a college owned or leased 15 passenger van is prohibited.”
 However, exceptions may be permitted pending authorized approval by the Director of Facility Services. Towing Exception forms must be submitted at least 4 weeks in advance of the scheduled need, and are available from the Department of Safety.

REMINDER: All 15 Passenger Van drivers must either be a currently approved driver, or must successfully complete a 15 Passenger Van Test with the Department of Safety prior to taking the Tow Test with authorized college personnel.

Date of Request: _____ Date of Trip: _____
 (Must be completed at least 4 weeks prior to trip)

Person/Group Requesting Exception: _____

Nature/Description of Trip: _____

Reason for Exception: _____

Responsible Person (Primary driver signing out vehicle/other trained drivers):

<u>Printed Name:</u>	<u>Currently Approved Driver 15 Passenger Vans:</u>	<u>Currently Tow Test Approved:</u>
_____	Yes or No	Yes or No
_____	Yes or No	Yes or No
_____	Yes or No	Yes or No
_____	Yes or No	Yes or No
_____	Yes or No	Yes or No
_____	Yes or No	Yes or No

Group Advisor: _____
Printed Name
Signature
Dept.
Date

VP/Dean/Director - Signature
Date

APPROVED: YES NO

Note any stipulations or special instructions:

Signature
Date

Daniel Smith - Manager of Fleet Services
 or **Bradley A. Markley** - Director of Facility Services