# 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):

| Printed Name: | Currently Approved Driver 15 Passenger Vans: | Currently Tow Test Approved: |
|---|---|---|
| _____ | 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

**3/8/08rev. Form maintained by Department of Safety**
Return completed and signed original form to Supervisor of Safety Training (Dept. of Safety – Box 3026). Upon approval/denial, then all parties will be notified. Copies will then be forwarded to Person/Group requesting exception, Group Advisor, VP/Dean/Director.