

VANPOOL DRIVER PERSONAL USE OUT OF REGION TRAVEL NOTIFICATION

Drivers must notify the Vanpool Office of any personal travel outside of Pace's six-county region.

(Cook, DuPage, Kane, Lake, McHenry, or Will)

Complete the unshaded portion of this form and fax to (847) 228-2309 at least two days prior to travel.

Date: _____

Driver: _____

Phone #: _____

Van: # _____

Vanpool #: _____

Date(s) of Travel: _____

City/State of Travel: _____

Reason(s) for Travel:

Approximate Round Trip Mileage: _____

(Mileage cannot exceed 500 miles roundtrip from Pace Headquarters in Arlington Heights, IL. Pace reserves the right to revoke or suspend personal transportation use if such use is deemed by Pace to be improper or excessive.)

FOR VANPOOL USE ONLY

Approval given to driver on: _____

Copy sent to Risk Management on: _____

Signature – Vanpool Services Representative