

VANPOOL DRIVER PERSONAL USE OUT OF REGION TRAVEL NOTIFICATION

Drivers must notify the Vanpool Office of any travel outside the 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: _____

FOR VANPOOL USE ONLY

Approval given to driver on: _____

Copy sent to Risk Management on: _____

Signature – Vanpool Services Representative