

# SPECIAL REQUEST FORM

Center for Social Concerns

Phone: 631-5319 E-mail: [cscvans@nd.edu](mailto:cscvans@nd.edu)

**PLEASE NOTE:** Transportation to service sites will now be provided primarily by the South Bend Transpo bus system. Route maps to community organizations are available at the CSC. Additionally, anyone who has a vehicle on campus will no longer be able to rent one from the Center for Social Concerns. There are a couple of instances in which students will still be able to rent vehicles, and if you think you are one of them, please contact the vehicle coordinator by e-mail at [cscvans@nd.edu](mailto:cscvans@nd.edu) or by phone at 1-5319.

Before completing, **you are required to read the Policies and Procedures handout** (available at the CSC or online at [socialconcerns.nd.edu](http://socialconcerns.nd.edu)) each semester and attach the quiz to your first request form.

**Please read this form thoroughly and complete all fields. If anything is left blank, your request will not be considered.**

**(Specific) Group with whom you are doing service:** \_\_\_\_\_

*(If you are a Federal Work Study student, write **FWS** in the blank. If you are doing service on your own, write **Individual**.)*

**Destination:** \_\_\_\_\_

*(Please put the EXACT street address of your site, even if it is not a private home.)*

**Authorized Driver\*:** (Please Print) \_\_\_\_\_

*\*Only the authorized driver can fill out this request form. Any alternate drivers must complete a separate alternate driver form to be turned in independently with his/her own vehicle quiz.*

**Driver Phone (Room):** \_\_\_\_\_ **Driver Phone (Cell):** \_\_\_\_\_ **Driver e-mail:** \_\_\_\_\_

**\*\*By signing below, I confirm that I have been authorized to drive by the Transportation Services Department, and I understand that I may be charged the \$55.00 (\$35.00 car) vehicle rental fee for canceling without notifying the CSC as per the specifications of the policies and procedures and the time chart located on the back of this sheet. I acknowledge responsibility for reading and adhering to all CSC policies and procedures and will accept responsibility for payment of any fines I may incur.**

\_\_\_\_\_  
**Authorized Driver's Signature**

\_\_\_\_\_  
**Date**

**\*\*Number of riders (including driver):** \_\_\_\_\_ *(e-mail the coordinator if this changes during semester)*

**Will you be transporting non-ND/SMC persons?** Yes \_\_\_ No \_\_\_

*(If yes, contact Risk Management regarding necessary procedures.)*

I have contacted Risk Management and will follow their instructions \_\_\_\_\_ (Please initial)

**Date Vehicle Needed:** (mm/dd/yy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Circle one day) M T W H F Sa Su

**Time Vehicle Needed** (e.g. 4:00 P.M. to 5:30 P.M., or 4:15 P.M. – 6:45 P.M.)

Time: from \_\_\_\_\_ a.m. p.m. to \_\_\_\_\_ a.m.. p.m. Second choice time: from \_\_\_\_\_ to \_\_\_\_\_  
(circle one) (circle one)

**Remember that the CSC closes at 5:00 P.M. Your keys must be picked up before then.**

**Who will be responsible for a fine if a violation of the policies and procedures occurs? (Please circle)**

Self

Group\*

\* If the group is going to be responsible for any fines incurred while your CSC vehicle is in use, please contact the club leader and ask for the name, phone number, and e-mail address to whom (most likely the treasurer) the CSC will send the violation bill, and fill out the information below.

\_\_\_\_\_  
Name

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

For questions, contact the vehicle coordinator by e-mail at [cscvans@nd.edu](mailto:cscvans@nd.edu). To review policies and other vehicle use information, refer to the CSC website at [socialconcerns.nd.edu](http://socialconcerns.nd.edu).

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**Please note the cancellation deadline for the vehicle you will be using.  
Wallet size cards with this information are available at the CSC**

**Cancellation Chart**

The chart below indicates the time by which the CSC needs to be notified if you are canceling a vehicle request. For example, if you reserved the vehicle for a Tuesday, you need to cancel by 9 A.M. on Monday by e-mailing [cscvans@nd.edu](mailto:cscvans@nd.edu) **AND by calling 631-5293** (leave a message if necessary). You have to call **AND** e-mail to cancel a vehicle, and if you do not do **BOTH**, you will be fined \$55 (\$35.00 for cars) if the message does not reach the coordinator in time to cancel your vehicle as per the chart specifications. **If this procedure is not followed**, you will be responsible for the \$55.00 rental fee. Even if you miss the cancellation deadline, you will still need to e-mail and call in your cancellation. You may avoid a fine if circumstances warrant.

**VEHICLE RESERVED FOR:**

**CANCEL BY:**

Sunday	4:00 p.m. Friday
Monday	4:00 p.m. Friday
Tuesday	9:00 a.m. Monday
Wednesday	9:00 a.m. Tuesday
Thursday	9:00 a.m. Wednesday
Friday	9:00 a.m. Thursday
Saturday	9:00 a.m. Friday