***Directions:*** *So you want to rent a Bran Van? To submit a request, please fill out the following form as completely as possible and to the best of your ability. Then, please email the completed form to the Head Coordinator of Events and Services for the Escort Safety Service. Thank you.*

**Key Information**:

1. Each van holds 10 or 12 passengers depending on the specific van.

2. We ask for two weeks notice from the date in question.

3. Clubs with drivers may be approved pending the verification of the drivers’ qualifications.

4. Van rentals are within the greater Boston metro west area. No vans overnight. No vans out of state.

**Questions:**

1. What is the name of the club?

2. What is the final destination?

3. How many students need transportation? How many trips will you be making?

4. Will you be using a van-certified driver or will you require a driver?

A. *If you have a driver:* What are the dates? What is the stop time and end time of the rental? What is the driver’s full name as documented with Brandeis University? Approximately, when was the driver certified?

B*. If you require a driver:* What are the dates? What is your pick up time and on campus location for the outbound run? What is your pick up time and off campus location for the return (Brandeis-bound) run? What is your on campus drop-off location?

5. Do you plan to request F-board funding? If not, how are you paying?