

TRANSPORTATION REQUEST FOR OFF-CAMPUS MEDICAL APPOINTMENT

PLEASE COMPLETE THE FORM BELOW TO REQUEST TRANSPORTATION TO A HEALTH CARE PROVIDER WITHIN THE SPRINGFIELD CITY LIMITS. ONCE THE MOTOR POOL OFFICE HAS YOUR COMPLETED REQUEST YOU WILL RECEIVE AN E-MAIL CONFIRMATION THAT YOUR RIDE HAS BEEN SCHEDULED. RIDES WILL DEPART FROM THE MOTOR POOL OFFICE ONLY. YOUR REQUEST FORM MUST BE RECEIVED AT LEAST 1 BUSINESS DAY PRIOR TO YOUR SCHEDULED APPOINTMENT. **PLEASE ARRIVE AT THE MOTOR POOL OFFICE 30 MINUTES BEFORE YOUR SCHEDULED MEDICAL APPOINTMENT.** DRIVERS WILL NOT WAIT DURING THE APPOINTMENT. IF YOU HAVE NOT REQUESTED A PICK UP TIME ON THIS FORM YOU WILL NEED TO CALL 937-327-7446, OR IF NO ANSWER 937-327-6231 ONCE YOU ARE READY TO BE PICKED UP. **Rides from Motor Pool will be provided Monday - Friday between 8am and 5pm only. Any after hour rides will need to be referred to the on duty Area Coordinator.**

NAME (Printed) _____ CELL NUMBER _____

WITTENBERG EMAIL ADDRESS _____

APPOINTMENT DATE _____ APPOINTMENT TIME _____

NAME OF DOCTOR OR FACILITY _____

ADDRESS OF DOCTOR OR FACILITY _____

REQUESTED PICK UP TIME FROM APPOINTMENT _____

SIGNATURE _____ DATE _____

DATE REQUEST RECEIVED BY MOTOR POOL _____

(OFFICE USE ONLY)