

Verification by:
 Name :
 Date :
 Reference no.:

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 Workstation : DSU

**DISABILITY SERVICES UNIT (DSU)
 OFFICE OF THE DEPUTY RECTOR (STUDENT DEVELOPMENT AND COMMUNITY ENGAGEMENT)
 TRANSPORTATION REQUEST FORM**

Requestor's Particulars

Name: Matric / Staff No.:

Post: Handphone No: Ext. No:

Kulliyah / Division / Centre / Society: Fax No:

Program Particulars

Passenger Name: Handphone No:

Name of Program:

Destination (full address):

.....

Departure from IIUM: Date: Time : No. of Passengers:

Departure from Destination: Date: Time :

Stay During Program

Sent And Fetch Only

Boarding Place

Main Staircase Admin Building

Male / Female Sport Complex

Others

Quantity of transportation required

Accessible Van (seats)

Applicant's Signature: Date:

FOR OFFICE USE ONLY (APPROVAL)

Date Received :

I am pleased / regret to inform you that your requisition has been accepted / rejected

Driver's Name: Driver's Contact No.:

Vehicle Registration No.: Total Cost (if any): RM.....

** (Please read the instruction at the back before filling up this form)*

GUIDELINES FOR APPLICATION OF IIUM TRANSPORTATION

1. University Transportation is provided for official usage of staff and students.
2. The application forms from staff must be certified by Head of Department or Officer In-Charge. *Please attach relevant supporting document such as programme's approval letter, invitation letter etc.*
3. Transportation services are provided for the programs approved by the Dean/ Director/ Deputy Dean / Director / Principal / Head of Department.
4. All applications must be forwarded to the Disability Services Unit at least three (3) working days in advance of the intended date for Klang Valley trip and seven (7) working days for out station.
5. Any Incomplete application form (if any) will be returned to the applicants.
6. The applicants are required to re-confirm the booking at least three (3) working days for external trip and two (2) working days for Klang Valley trip.
7. Any cancellation must be done 48 hours before the expected time of departure. For late cancellation, the cost (if any) will be borne by the requester.
8. A passenger has to verify and submit any related form upon request by the driver.

**Disability Services Unit
Office of the Deputy Rector (Student Development and Community Engagement)**