

VANPOOL CHANGE FORM

Use this form to notify Parking and Transportation Services of your intent to change from a current rider to a primary driver **OR** from a primary driver to a rider.

NOTE: If you are a current rider and are becoming a driver, you need to complete the Vanpool Participation Cancellation Form. If you are the current driver and are moving to become a rider, you need to complete the Vanpool Participation Deduction Authorization Form.

Form Instructions:

- **Complete** each section of the form
- Print and fax this form to (734) 763-1470 or deliver to 1213 Kipke Drive 2002
- If you have any questions, call (734) 764-1100

Faculty or Staff Member Information

Name: Last _____ First _____ Middle Initial _____

U-M EMP ID _____ Email address _____

Vanpool Information

Vanpool # _____ Vanpool Name _____

Change Information

☐ Rider to Driver Effective Date _____ (Date you will take over driver responsibilities)

Driver's Name _____

☐ Driver to Rider Effective Date _____ (Date you will relinquish driver responsibilities)

Signature

Signature of Faculty/Staff Member Date Signed

PTS Office Use Only

Permit # _____ Date _____ Clerk _____