VEHICLE REQUEST AND MOTOR POOL RECORD

*Park Returned Vehicles Facing Wall

Date _____ Index Code _____

Name of Driver _____ Drivers License No. _____

Vehicle Requested _____ Desired Pickup Date _____ Hour _____

No. of Passengers _____ Destination _____

Purpose of Trip _____ Return Date _____ Hour _____

This request will not exceed funds available in the budget account listed above.

Date of Request _____ Signature _____

☐ Approved ☐ Rejected _____

Supervisor's (Direct Level or above) Approval

Motor Pool Section to be completed by Driver

Date Returned _____

Mileage when Returned _____

Mileage at Departure _____

Total Miles Traveled _____ X $ _____ per mile = $ _____ Total

Driver's Signature _____

Service and Repair Suggestions

	Yes	No		Yes	No		Yes	No
Door			Brakes			Radio		
Windows			Body Work			Air Cond.		
Tires			Lights			Other		

Explanation _____

General Instructions:

1. Call Motor Pool to reserve vehicle.
2. Complete Motor Pool Reservation Form and send to Motor Pool **PRIOR** to trip.
3. On the day of the trip (or the day before, if needed) go to Motor Pool to pick up keys and they will give you the form to take with you. Record mileage on the "Mileage at Departure" line of the form.
4. Upon return, pull the vehicle face forward to the wall, in the appropriate stall. Record mileage on the "Mileage when Returned" line of the form. **SIGN** on "Driver's Signature" line. If service or repairs are needed, please note them under the "Service and Repair Suggestions" portion of the form.
5. Leave form and keys **LOCKED** in the vehicle. If driving a Prius, **LOCK** car and drop paperwork and keys into drop box on door by the bays.