

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 _____
TA# _____	

- This request will not exceed funds available in the index listed above.
- Reasonable care will be taken to keep the vehicle clean. A \$50 cleaning fee will be charged if the vehicle is not returned in an acceptable condition.

Date of Request _____	Signature _____
	_____ 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 the **signed** Vehicle Reservation Form in the **locked** vehicle and put the keys into the key drop box on the middle bay "person" entrance door.