

VEHICLE REQUEST AND MOTOR POOL RECORD

| | |
|-------------------------|--------------------------------------|
| 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.

| | |
|-------------------------------|---|
| 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. Reserve vehicle (clipboard in Front Office of the HSL Building)
2. Complete "VEHICLE REQUEST AND MOTOR POOL RECORD" form PRIOR to trip
3. On the day of the trip (or the day before, if needed) go to Motor Pool to pick up keys. Record mileage on the "Mileage at Departure" line of the form
4. Upon return, 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. Return clipboard with keys and this form attached to HSL Front Office. Also, you can use the Library drop box as a drop box for the clipboard/key.