

Southeastern Oklahoma State University
Motor Pool Department
Vehicle Request Form

Request can be made only by Full-Time Faculty or Staff

Date of this Request: _____

Request Made By: _____

Department to be charged: _____

Your Ext. #: _____ P.O. Box # _____ Fax: _____

Contact Email: _____

Departure Date: _____

Departure Time: _____ ☐ AM ☐ PM

Return Date: _____

Return Time: _____ ☐ AM ☐ PM

Destination City: _____

What is the purpose of your trip: _____

Comments/Requirements: _____

_____ Number of Persons Traveling in the Vehicle (**Number includes driver**)

TYPE OF VEHICLE REQUESTED:

(Indicate how many of each vehicle)

NAME OF EACH DRIVER

DL #

STATE

_____ Car _____ Large Van *

_____ Pick up** _____ Rental Vehicle (specify)

_____ Minivan _____ Charter Bus _____ Size?

_____ SE Bus (33-passenger/Driver provided by Motor Pool)

*Requires a driver that has been through the Safe Van Driving Training. **Must be rented – no pickups available through Motor Pool

You are only allowed to put ten (10) people in the large vans,(including your driver), in compliance with DOT recommendations

DEPARTMENT HEAD APPROVAL (Signature)

Account Number to be charged for this trip

Must be completed at submission or form will be returned to the Requesting Department!

1. A full-time faculty or staff member must make the request for a vehicle. That person is responsible for safe operation and care of the vehicle while in their custody.
2. The person requesting the vehicle is responsible for who is allowed to drive the vehicle. The driver must be employed by the University.
3. The driver is responsible for citations received as a result of the manner in which the vehicle is driven or parked.
4. Personal use of the university owned vehicle is prohibited by State Law. It must be used for University related business only. Vehicles cannot be taken home at night.
5. If needed a gasoline credit card can be checked out for your trip. Such cards may not be used to purchase fuel for a privately owned vehicle whether on official university business or not.
6. Vehicles are to be taken only at the time indicated on the request form, and they must be returned at the time listed. Vehicles may not be taken off-campus for a trip leaving the next day.
7. A trip ticket must be completed by the driver before departing. Trip ticket remains in Motor Pool office and driver takes mileage card with them. Please return the vehicle, keys, mileage card, gas receipts and any credit cards checked out to Motor Pool as soon as your trip is complete, so the vehicle may be prepared for the next trip.
8. Receipts must indicate by the station attendant the price per gallon, gallons, and total cost of the gas purchased. The employee is responsible for noting on the receipt the vehicle number and mileage at the time purchase.
9. Driver must complete an inspection of the vehicle prior to leaving the parking lot and sign off that they have done so.

FOR MOTOR POOL OFFICE USE ONLY

Date Form Received In Office: _____ Date Booked _____