

**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 Office Telephone #: \_\_\_\_\_

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)

\_\_\_\_\_ Car

\_\_\_\_\_ Large Van \*

\_\_\_\_\_ Pick up\*\*

\_\_\_\_\_ Rental Vehicle (specify)

\_\_\_\_\_ Minivan

\_\_\_\_\_ Charter Bus \_\_\_\_\_ Size?

NAME OF EACH DRIVER

DL #

STATE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*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 \_\_\_\_\_