

CSU Motor Pool Vehicle Request

Please keep a copy of this form for your records

Date of this request: _____

Your Name: _____

Address where the travel will begin: _____

Travel Location and Purpose

(If there will be multiple locations and/or events please include name and location for each):

1. Location: _____ Event: _____

Purpose: _____

Travel start date: _____ Start time: _____ Travel end date (return to Fort Collins): _____

OR Add Segment 2 of trip below.

2. Location: _____ Event: _____

Purpose: _____

Travel start date: _____ Start time: _____ Travel end date (return to Fort Collins): _____

Account Name and Number to be charged (If Professional Development funds from the History Department will pay the travel cost then enter "Department" with no account number needed):

Account Name: _____ Account #: _____

Research Travel

For travel billed to research accounts, enter the Principal Investigator name: _____

PI and traveler will be informed about the estimated travel expenses in a joint email message.

The Motor Pool can provide the following vehicles: sedan, 7 passenger van, 12 passenger van, SUVs, Passenger Buses, 4 x 4 Pickups, and ½ Ton Trucks.

How many vehicles are requested: _____

What type of vehicles are requested: _____

Who will be the driver or drivers? _____

Who will be the passengers in each vehicle?

Passengers who are not Colorado State University students, faculty, or staff are afforded no protection under the University's insurance policy and ride at their own risk.

NOTE: Vehicles cannot be picked up on Saturdays or Sundays

The CSU Motor Pool general use information, including information about repairs, insurance, after hour return and vehicle parking at personal residences may be reviewed at:

- <https://pts.colostate.edu/transportation/transportation-general-use-policy/>
- <https://pts.colostate.edu/transportation/transportation-vehicle-service-and-maintenance/>
- <https://pts.colostate.edu/transportation/transportation-vehicle-insurance/>
- <https://pts.colostate.edu/transportation/transportation-rental-vehicle-use-policy/>
- Approved uses- State rules forbid the operation of a University vehicle for personal use or for any other purpose other than authorized University business: teaching, research, and student and staff activities that relate specifically to Colorado State University. Smoking in University vehicles is against state law and is not allowed. Alcohol is not allowed in University vehicles.
- A University vehicle may be driven to a private residence and parked overnight if the driver is to depart early in the morning when Transportation Services is not open. The vehicle must be parked off the street and secured.

Office Use Only:

Date Request Received: _____

Date Motor Pool Request Made: _____

Date Internal Order Completed: _____ Account Number Encumbered: _____

Date Motor Pool Confirmed Reservation: _____

Confirmation Email Sent: _____