



# University of Montevallo Motor Pool Vehicle Request



## REQUEST FOR USE OF STATE VEHICLE

**One form per vehicle request. One driver per vehicle request  
Reservations should be made a minimum of 7 days in advance.**

**A final copy with vehicle verification will be emailed to you. This signed copy and the drivers license of the assigned driver will be required when picking up the vehicle from the police department.  
The driver listed must pick up the vehicle.**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Department/Team: \_\_\_\_\_

Head of Department: \_\_\_\_\_

Departmental Budget Code for Travel: \_\_\_\_\_

Type of Vehicle Requested: Destination: \_\_\_\_\_

Purpose of the trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Number of Passengers: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Driver's name: \_\_\_\_\_

Driver's License number: \_\_\_\_\_ State issued: \_\_\_\_\_

Please save the form after filling in all the above information. A submit button will appear once you have saved. You will receive confirmation and vehicle information via email.

Please print the confirmation form you will be receiving from Motor Pool. The printed form will need to be signed by the authorizing department head and the driver associated with the vehicle. A printed and signed form will be required when picking up the vehicle from UM Police.

\*signatures below will not be required until you print the confirmation Email that you will receive from Motor pool\*

Department head signature (Responsible for authorizing travel):

\_\_\_\_\_

I certify that I have fulfilled the requirements of the Driver Safety & Vehicle Management Program.

Driver's signature:

\_\_\_\_\_

Not available on the requested dates

The above requested vehicle

Available for the requested dates

Vehicle issued:

