Vehicle Request Form

INSTRUCTIONS: This form must be filled out for each planned trip, signed by your Coordinator and returned to Campus Rec 14 days prior to the dates of travel. Motor Pool checkout cards or gas cards will not be released without a completed (both sides), approved form on file.

PLEASE INDICATE WHERE YOU WANT TO MAKE THE RESERVATION:

☐ Salem State Motor Pool (503) 378-4377
☐ Enterprise Rent-A-Car
☐ Enterprise Rent-A-Truck

Phone #:___________
Location:___________

PLEASE INDICATE THE TYPE AND QUANTITY OF VEHICLE YOU WANT TO RESERVE:

Cars & Trucks:
☐ Sedan Qty:______
☐ Station Wagon Qty:______
☐ SUV Qty:______
☐ Pick Up Qty:______

Vans:
☐ 7 Passenger Van Qty:______
☐ 12 Passenger Van Qty:______
☐ Cargo Van Qty:______
☐ Other _______________ Qty:______

Reservation #:____________________

Index Code: REC Organization Name:________________________________________

Destination/Name of Venue:________________________________________

Vehicle Pick Up Date & Time:__________________ Vehicle Return Date & Time:__________________

Trip Leader:__________________
Phone:__________________
Email:__________________

Day you will pick up the Motorpool card:
Date:__________________
Time:__________________

Day you will pick up gas card (Enterprise Vehicle Only)
Date:__________________
Time:__________________

Restrictions and Warnings

Only students for whom a driving record has been approved and have completed the Campus Rec Driver & Van Training program are allowed to drive. Any other person(s) found driving will affect the future driving privileges of the offending organization or person depending on the circumstance. Only in the case of an unexpected medical emergency involving the authorized driver shall an unauthorized driver be allowed to drive.

Driver 1 Initials:__________________ Driver 2 Initials:__________________

Driver 1 Printed Name:________________________________________
Driver 2 Printed Name:________________________________________

I understand that a $30.00 fine will be charged to the individual checking out the card if the Motorpool card or gas card is not returned on time. The Motorpool checkout card or gas card is due to the Campus Rec Office on the FIRST WORKING DAY UPON RETURN OF THE VEHICLE.

Driver 1 Initials:__________________ Driver 2 Initials:__________________

Coordinator Signature Date
CREC Professional Staff Signature Date
CREC Professional Staff Printed Name
VPSA Office Signature Date
Itinerary
(Please specify driving route, hotels, contact numbers, etc): Maps showing route are encouraged.

Departure Date / Time: __________________ Return Date / Time: ________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

Restrictions on Passengers
Only members of the PSU Community who have a legitimate purpose will be allowed to travel in a state vehicle. Only persons 18 years of age or older will be allowed to travel in State Motor Pool or Enterprise Vehicles. Non-PSU student or members of the public are generally excluded for travel, although there may be extenuating cases in which it is appropriate to travel in a state vehicle. It will be the discretion of the department to determine if those persons are allowed to travel in the vehicle.

Driver 1 Initials:_________________    Driver 2 Initials:___________________

We require the following information from all participants: full name, PSU ID and phone number. Please highlight the individuals who will be riding in a State owned or hired vehicle and note the CREC approved drivers.

<table>
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<th>First &amp; Last Name</th>
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<th>Phone Number</th>
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☐ See Attached Passenger List