

Motor Pool Guidelines for Geosciences

- A completed Motor Pool Request form must be submitted to Denise for processing at least one week before the scheduled travel date. The form is available online on the Geosciences website under the forms link.
http://www.geo.arizona.edu/pdf/motor_pool_request.pdf
- If the trip is to take place out of the state or out of the country, a Travel Authorization is required and should be submitted with the Motor Pool Request.
- A list of passengers and drivers is for all motor pool travel (this is required by Risk Mgmt.) and should be provided prior to the scheduled travel date.
- If non-U of A people will be passengers in the vehicle a list of passengers and a memo is required and should be submitted with the Motor Pool Request. The memo should indicate the reason(s) for their riding in the vehicle.
- **Failure to cancel a vehicle reservation 24 hours prior to the dispatch time will result in a cancellation fee equal to one day's vehicle rental.**
- **High Occupancy Vehicle** training is required for Cargo Vans, Carry-All vehicles, and Passenger vans. Information for **HOV** training can be found on the Risk Management and Safety website.
http://www.geo.arizona.edu/pdf/motor_pool_request.pdf
- After the trip the Field Trip Report should be filled out completely and returned to Denise with the final numbers of attendees. This information is vital for the special course fees report.

Motor Pool Request Form

Travel Type

Instate
 Out of State*
 Foreign*

Request Date: _____

Submitted by (name) _____

*A Travel Authorization form is required for out of state and foreign travel.

Operator Information

Operator Name: _____

Operator Title: _____ Phone: _____

Account Number: _____

Course Information

Course No. _____

Semester: _____

Vehicle Information

Number of Vehicles: _____

Vehicle Type: _____

Passenger Information

Student Employees: _____

Non-employee Students: _____

Faculty/Staff: _____

Non-U of A passengers*: _____

*If non-U of A people will be passengers in the vehicle a list of passengers and a memo is required and should be submitted with the Motor Pool Request. The memo should indicate the reason(s) for their riding in the vehicle.

Travel Information

Destination: _____

Estimated R/T Miles: _____

Departure Date: _____

Departure Time: _____

Return Date: _____

Return Time: _____

Purpose of Trip: _____

A list of passengers and drivers is required for ALL MOTOR POOL TRAVEL (this is require by Risk Mgmt.) and should be submitted prior to the scheduled travel date.

***High Occupancy Vehicle training is required for Cargo Vans, Carry-All vehicles, and Passenger vans.

Field Trip Report

Course No. GEOS

Instructor(s) _____

Destination _____

Departure Date _____ Return Date _____

Please indicate the final number of attendees.

Instructor(s) _____

Teaching Assistant(s) _____

Students _____