



### Motor Pool Guidelines for Geosciences

- A completed Motor Pool Request form must be submitted to Heather halvarez@email.arizona.edu for processing at least **two weeks** before the scheduled travel date. The form is available online on the Geosciences website under the forms link.
- 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.  
<https://risk.arizona.edu/training/high-occupancy-vehicles>

# Motor Pool Request Form

## Travel Type

- Instate  
 Out of State\*  
 Foreign\*

Request Date: \_\_\_\_\_

Submitted by (name) \_\_\_\_\_

## 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.