



Oregon State University
College of Forestry

Motor Pool Reservation Form

Requestor:		
Requestor's Email:		Requestor's Phone:
Club/Organization:		MU Account #: Balance:
Primary Driver: <i>Driver's Email:</i> <i>Driver's Phone:</i> <i>Driver's SID:</i>		Are all drivers authorized to drive state vehicles for current academic year?* (Y/N) _____
Back-up (or other) Driver(s): <i>Driver's Email:</i> <i>Driver's Phone:</i> <i>Driver's SID:</i>		Are ALL drivers authorized to drive a 8 or 12 passenger van?** (Y/N) _____
Describe the club activity for which you are using this vehicle:		
List ALL the individuals participating in this activity***		
Departure Date/Time:		Return Date/Time:
Destination:		# of passengers:
Vehicle Preference:		
Alternative:		
Will vehicle be used off-pavement?	Yes_____ No_____	
Special requests/needs:		
Required signatures^:	Advisor:	Treasurer:
	Printed Name:	Printed Name:

*If not please complete a Drivers Authorization Form at least two weeks prior to date vehicle is needed. Your reservation cannot be made until driver is authorized.

**If you are requesting an 8 or 12 passenger van you must watch the online Van Safety Video and take the Van Safety Test

<http://motorpool.oregonstate.edu/safety/vansafety.cfm>. Please plan for this requirement and complete test at least two weeks prior to the date you need the vehicle. Your reservation cannot be made until all drivers have taken the van safety test.

***All students participating in a club activity are required to complete OSU's Acknowledgement of Risk and Waiver of Liability. See Student Services for details.

^ By signing this form you are acknowledging that the club/organization has sufficient funds in their MU account to cover Motorpool charges and that the advisor is aware of the student club's activities. Additionally, by signing, you understand that the Student Services Office will process paperwork to transfer funds from the given MU account to the office's state account.

Note: 1) Weekend Reservations must be picked up at Motor Pool before 4:30pm on Friday.

2) Student Clubs not in good standing with their MU Accounts will not be allowed to reserve OSU vehicles until the status is rectified.

3) You must turn this reservation form in to the Student Services Office at least one week prior to needing the vehicle to allow sufficient processing time. We will contact you once the reservation has been made.