

# The University of Alabama In Huntsville

## MOTOR POOL VEHICLE CHECKOUT FORM

### Part 1- Application for Use of University Vehicle Official Business

REQUEST DATE: \_\_\_\_\_

Employee      Student      Volunteer      Other

Driver's Name: \_\_\_\_\_

Phone#: \_\_\_\_\_      Vehicle Type Requested:    Auto      8 Pass Van      12 Pass Van

Destination: City(ies) \_\_\_\_\_      State(s) \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Dates:      Pick Up Date: \_\_\_\_\_      Pick Up Time: \_\_\_\_\_      Return Date: \_\_\_\_\_      Return Time: \_\_\_\_\_

Driver Info: Driver License# \_\_\_\_\_      State of: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

I have read and understand the Motor Vehicle Safety Program  
located at  
[www.uah.edu/facilities-and-operations/facilities/fleet](http://www.uah.edu/facilities-and-operations/facilities/fleet)

\_\_\_\_\_  
Driver Signature

SIGN HERE

If a Non-University Individual will be driving, this form must be submitted to Fleet Services for Approval.

Approved By: \_\_\_\_\_

Name of Budget to be Charged: \_\_\_\_\_      Budget#: \_\_\_\_\_

I understand that if the vehicle is damaged while assigned to my department, my budget is responsible for the deductible if the vehicle is under five model years and the total value of the damage if the vehicle is over five model years.

Approved By: \_\_\_\_\_

Dept.Chair,Director, Dean or Budget Unit Head

SIGN HERE

**Return completed form to Thresa.Shelton@uah.edu, PPB 124, or fax to 256-824-2341.**

Please list any problems with vehicle, if any: \_\_\_\_\_

\_\_\_\_\_

### For Motorpool use only

### Part II - Travel Certificate of Approval

Travel is hereby Authorized for Individual listed above to operate vehicle:

Make: \_\_\_\_\_      Model: \_\_\_\_\_      License Tag # \_\_\_\_\_

UAH Vehicle#: \_\_\_\_\_      Approved: \_\_\_\_\_      Title: \_\_\_\_\_

YES      NO

Credit Card Issued:      If yes, Card type & Number: \_\_\_\_\_

YES      NO

Credit Card Returned:      Card type & Number Returned: \_\_\_\_\_

### Part III - Charges

Auto      8 Pass Van      12 Pass Van      Tram

End Odometer Reading: \_\_\_\_\_      Minimum Charge: \_\_\_\_\_

(Car\$25/Day)

(Van \$30/Day)

Start Odometer Reading: \_\_\_\_\_      Minimum Charge: \_\_\_\_\_

(\$0.25/Mile)

(\$0.40/Mile)

Total Miles Driven: \_\_\_\_\_      Total Charge for Trip: \_\_\_\_\_