

Reservations are processed between 8 a.m. and 4:15 p.m. Monday through Friday. Vehicles can be picked up between 8 a.m. and 4 p.m. Monday through Friday at the Transportation Department Office. After hours vehicle pick-up is at the Facilities Department Communications Center. Only vehicles reserved in advance will be available for pick-up from the Communications Center.

To reserve a motor pool vehicle, or request shuttle bus or motor coach transportation services, complete the following information and submit it to the UND Transportation Dept. by fax (777-4955) or email: und.transportation@email.und.edu. All requests will be evaluated and reservations will be made when vehicles or services are available for approved travel as outlined in the UND Use of State Vehicles Policy. Confirmation of the reservation or a denial of service will be provided for all requests. Allow one week for processing.

FILL OUT FORM; ALL FIELDS REQUIRED

A. Contact	First Name		Last Name		Phone	
	Email					
B. Billing Information	Department Name		Fund	Dept.	Program	Project
C. Driver of Vehicle	First Name		Last Name		Phone	
	Cell (optional)					
Driver Email			Driver EMPLID		Driver's License Expiration Date	
D. Travel Information	Destination (city/state)					
Date/Time Vehicle Needed to be Picked Up	Pick Up Location (check)	<input type="checkbox"/> Grand Forks <input type="checkbox"/> Fargo <input type="checkbox"/> Bismarck	<input type="checkbox"/> Minot <input type="checkbox"/> Other _____	Date/Approximate Time of Vehicle Return	Total Number of Passengers (including driver)	
Purpose of Travel (explain in detail; attachments accepted)						
Is Travel for UND or State Business? <input type="checkbox"/> Yes <input type="checkbox"/> No (State Business defined on page 3 of the UND Use of State Vehicles Policy)						
E. Vehicle Information	# of vehicles	Type of Vehicle Requested (check)	<input type="checkbox"/> Sedan <input type="checkbox"/> Mini-Van <input type="checkbox"/> Light Pick-up <input type="checkbox"/> Heavy Pick-up <input type="checkbox"/> Compact SUV	<input type="checkbox"/> Full size SUV <input type="checkbox"/> 12 Pass. Van* <input type="checkbox"/> 15 Pass. Van* <input type="checkbox"/> Cargo Van <input type="checkbox"/> Motor Coach	<input type="checkbox"/> Shuttle Bus <input type="checkbox"/> Other _____ *requires large passenger van training	
F. Approval by Competent Authority	I certify that use of the vehicle(s) requested is for official UND or State business.					
	Check One: <input type="checkbox"/> VP <input type="checkbox"/> Assoc. VP <input type="checkbox"/> Dean <input type="checkbox"/> Dept. Head <input type="checkbox"/> Director <input type="checkbox"/> Chair <input type="checkbox"/> Manager					
	Printed Name: _____			Phone #: _____		
Signature: _____			Date: _____			