

# Procedures for Student Organization Rental of a Motor Pool Vehicle

## Making a Reservation

What you need to complete and hand in before a vehicle can be reserved for you:

1. Complete the Vehicle Request Form below (form can be downloaded at [clubs.arizona.edu](http://clubs.arizona.edu)).
2. Complete Defensive Driver Training here:  
[http://risk.arizona.edu/sites/default/files/registering\\_for\\_defensive\\_driving\\_class\\_tutorial.pdf](http://risk.arizona.edu/sites/default/files/registering_for_defensive_driving_class_tutorial.pdf)
  - a. The University of Arizona requires a license background check for ALL DRIVERS.
  - b. ALL DRIVERS are required to have been licensed by the State of Arizona for at least three years and have an “acceptable” driving record (as determined by the background check) in order to rent a university vehicle.
3. You need a signed memo/letter from your club advisor stating the trip destination, dates, type of event and purpose of attendance.
4. **All** drivers need to provide a copy of their drivers’ licenses. Note: All drivers need to have held Arizona drivers’ licenses for the past three years to rent a vehicle. If you are driving out of state you must have *at least* two drivers per vehicle, although it is recommended that you have more.
5. If requesting a high occupancy vehicle (HOV)—anything larger than a minivan—drivers need to have completed HOV training and provide a copy of all drivers’ HOV cards (along with their drivers’ licenses) with their Motor Pool application and at the time of reservation. If your HOV card is dated four years or more from today, it must be renewed through Risk Management. To view scheduled HOV training dates and times and register for a training session go to [https://risk.arizona.edu/content/training\\_FAQ](https://risk.arizona.edu/content/training_FAQ).

After you have completed ALL requirements listed above, turn in your completed reservation form to ASUA at least 14 business days in advance of your departure. ASUA will contact Motor Pool to make your reservations and will complete the required online paperwork and signatures. You will be notified by email/phone when your vehicle is officially reserved, what the approximate cost will be and any other pertinent details.

## Paying for Your Reservation

There are two ways to pay. Please note on the Vehicle Request Form the form of payment you are using.

1. Account Number: if you have an official university account number, the Motor Pool can bill it direct. You must have the account number at the time you are making the request.
2. Direct pay: You must take a check payable to UA Motor Pool, for 80% of the estimated cost, to the Motor Pool at least 72 hours prior to departure. The remaining balance is due to the Motor Pool within 24 hours of your return.

## Canceling your Reservation

If you need to cancel your reservation, you must **notify** the Motor Pool and ASUA at least 24 business hours in advance, or you will incur full charges (as per Motor Pool policy).

## Picking up Your Vehicle

Pick up your vehicle at Motor Pool on the scheduled day and time. Note: Motor Pool reserves the right to cancel your reservation if you arrive more than an hour late to pick up your vehicle. Note: If you are picking up your vehicle on a holiday or at any time other than those listed above, **make special arrangements with Motor Pool to pick up keys** prior to departure and get location of vehicle in Customer Service Lot.

### Motor Pool

1597 E. 16<sup>th</sup> St.

Ph: 621-7316

Monday—Friday	6am-5pm
Saturday	6am-12pm
Sunday	12pm-6pm

### Please note:

- Receiving travel funds from ASUA does not guarantee that your request for Motor Pool vehicles will be approved.
- Your form must indicate if any service animals will be transported in the vehicle. Failure to notify will result in an additional cleaning charge.

### Please Be Aware:

All other University use policies apply. University vehicles may only be used for the approved activity or event. The Motor Pool may refuse to release a vehicle for use if it has reason to believe the use will be improper or otherwise violate policy. The driver must present a valid driver's license when the vehicle is picked up. University vehicles are only insured by the State of Arizona for authorized use. Any loss or damages arising from unauthorized use are the responsibility of the person to whom the vehicle was checked out. In addition, the University cannot insure, or otherwise be responsible for, any use of non-university owned vehicles by student organizations, including non-university rentals and privately owned vehicles.

# Motor Pool Vehicle Registration Form

After completing ALL necessary requirements, you must return this form with all accompanying paperwork to ASUA (Room 325, Student Union Memorial Center) to submit your request. Please print this form upon completion.

Requestor Name (must be club/organization President or Treasurer):

Requestor Title:

Requestor Phone:

Requestor UArizona E-mail:

Name of Club/Organization:

Type and number of vehicles needed (For vehicles available, visit <https://www.fm.arizona.edu/#/department/7>):

Number of Drivers:

Destination (include complete address)

Approximation of total mileage:

Date of Departure		Date of Return	
Time of Departure		Time of Return	
Number of Faculty/Staff		Number of UA students	

Number of non-UA students (attach a list of all non-student passengers):

Purpose of trip (If attending conference/convention, you must attach a copy of the conference flyer or schedule):

Pending ASUA Funding:

Appropriations Board meeting approval date:

Direct pay from club/organization:

Advisor name and UArizona E-mail:

Requesting HOV (Y/N):

Have all drivers complete HOV Training? (Y/N):

Require Trailer (Y/N):

