Procedures for Student Organization Rental of a MotorPool Vehicle

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

1. Complete the 'Motorpool Vehicle Request Form' (LAST PAGE) and print it upon completion.

2. Complete Driver Registration and Motor Vehicle Record Check Online
   Form: http://risk.arizona.edu/training/defensive-driving

   Please note: After you have completed the defensive driving modules and watching the video, print the certification that confirms that you have completed the process. If you are having trouble with the training module, be sure to allow pop ups.

   All drivers must submit their printed confirmation in their packet.
   a. The University of Arizona requires a license background check for ALL DRIVERS.
   b. ALL DRIVERS are required to have been licensed for at least two years and have an "acceptable" driving record (as determined by the background check) in order to rent a university vehicle.
   c. We suggest that the drivers have Arizona license. If the drivers have an out of state license, they must request an unofficial driving record from their state. Cost varies by state. You may contact Megan Forecki, 621-2781, for clarity on out of state drivers.

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, when picking up the vehicle at MotorPool. NOTE: 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) when picking up the vehicles from MotorPool. 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 http://risk.arizona.edu/training/hov

   After you have completed ALL requirements listed above, you must go to the ASUA office (Room 325 of the Student Union) to hand in your application. You must complete your paperwork and have it turned in at least 14 business days prior to departure to allow time to complete vehicle reservations. ASUA will contact MotorPool on your behalf to make your reservations and will complete the required online paperwork and signatures. You will be notified by email when your vehicle is officially reserved, along with what the approximate cost will be and any other pertinent details.

Paying for Your Reservation
Please note on the Vehicle Request Form the form of payment you are using.

1. Club funding: ASUA does offer Travel Funding to clubs and organizations on campus; applications must be presented at the Appropriations Board meeting 3 WEEKS OR MORE before your trip, in order to be approved or processed with enough time to make the reservation. For more info: http://clubs.arizona.edu, go to the 'Funding' section.

2. Direct pay: You must take a check payable to UA MotorPool, for 80% of the estimated cost, to the MotorPool at least 72 hours prior to departure. This option is for a club who is paying on their own without ASUA Funding. The remaining balance is due to the MotorPool within 24 hours of your return.
Canceling your Reservation

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

Picking up Your Vehicle

Pick up your vehicle at MotorPool on the scheduled day and time. Note: MotorPool 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 MotorPool to pick up keys prior to departure and get location of vehicle in Customer Service Lot. (Map of MotorPool: https://www.fm.arizona.edu/images/motorpool.gif)

MotorPool 1597 E. 16th 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 MotorPool vehicles will be approved.
- MotorPool will not let you use a University vehicle without the ASUA signature and your advisor’s signature regardless of funding.
- Your form must indicate if any service animals will be transported in the vehicle. Failure to notify will result in an additional cleaning charge.
- You must have completed the “Responsibility Agreement for Expenditures” section of the Recognition application.

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.

*Mexico Travel

The University of Arizona approved an revised Interim Policy for International Travel Safety and Compliance that is effective as of May 1, 2012. The new policy outlines guidelines for travel to higher risk countries identified by the U.S. Department of State and the Center for Disease Control. This policy applies to all University of Arizona (UA) faculty, staff, students and volunteers who travel internationally as part of University of Arizona research, education, service or employment.

Between 2-4 weeks is required for processing Travel Warning destination requests.
With questions about travel to Travel Warning destinations, the review process, health and safety of international travel, or University International Travel Registry, please contact:

Laura Provencher  
International Risk Analyst  
The Office of Global Initiatives  
520.621.1698 (office)  
lprovenc@email.arizona.edu

University Services Building  
888 N Euclid Avenue, Rm 323  
Tucson, Arizona 8572

If you have any questions regarding this process, email Audrey Mattson, Admin Asst. for ASUA, at mattsona@email.arizona.edu
MotorPool Vehicle Request Form

After completing all necessary requirements, you must turn this form with all accompanying paperwork to ASUA (room 325 of the Student Union) to submit your request. Please print this form upon completion.

Requestor’s name (must be club/org president or treasurer)

Requestor’s title __________________________

Requestor’s phone __________________________

Requestor’s email __________________________

Club/Organization __________________________

Type and number of vehicles needed
(For list of vehicles available, see: https://www.fm.arizona.edu/rentvehicle/VehicleList.aspx)

Number of drivers __________________________

Destination (include complete address) __________________________

Approximation of total mileage __________________________

Date Departing __________________________ Date Returning __________________________
Time Departing __________________________ Time Returning __________________________

Number of faculty/staff __________________________

Number of students __________________________

Number of non-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)

________________________________________________________________________

Pending ASUA Funding __________________________ Appropriations Board Meeting Date of Approval __________________________

Direct pay from Club __________________________

Advisor’s name and email __________________________

Requesting HOV (Y/N) __________________________

If so, have all drivers completed HOV training? (Y/N) __________________________

Will you require the use of a Trailer? (Y/N) __________________________