

Husky Motors Vehicle Reservation Request Form

For REGISTERED STUDENT ORGANIZATIONS

University vehicles may be requested for use by a Registered Student Organization when traveling to an official event. In order to be eligible to reserve/drive a Husky Motors vehicle, you must be a student or University employee and register online at: <https://mtu.agilefleet.com>. Contact Husky Motors at motorpool@mtu.edu or 487-2700 for any reservation request questions.

All drivers are responsible for reviewing the Husky Motors Policies and Procedures prior to driving a vehicle. To be eligible to drive, you must have a valid driver's license recognized by Michigan law with no more than a combination of five (5) current points, with no single infraction totaling more than three (3) points (in Michigan or any other point system).

Before a reservation may be confirmed, you must submit this request **7 days in advance** through **Student Activities (MUB 112)** for approval. Approved forms will be sent to Husky Motors to complete your reservation request. Please note that reservations are processed on a first-come, first-served basis by Husky Motors, upon receipt of an approved Vehicle Reservation Request Form.

Responsible Party Contact Information *(must be a student representative of the organization)*

Organization Name: _____

Contact Name: _____ Signature: _____

M Number: _____ Phone Number (best to reach you at): _____

Driver Information *(all drivers listed must be van certified to be eligible to drive 12- or 15-passenger vans)*

All drivers must be confirmed by Husky Motors prior to approving your reservation. If additional drivers need to be added as eligible to drive during a trip, you may provide updates on your online reservation request at any time.

Driver 1: _____ M Number: _____

Driver 2: _____ M Number: _____

Driver 3: _____ M Number: _____

Trip Information

Purpose of Request: _____

Requested Date: _____ Return Date: _____ Destination: _____

Number of Passengers: _____ Vehicle Type: _____ Van Certified? Y N

Billing Information

Indicate your required billing method below. Based on the Accounting Billing Cycles, invoices sent directly to an Organization may take up to six (6) weeks to be processed and sent.

Charge University Account – Index #: _____

Send Bill to Student Organization (MUB 106 Mailbox)

PLEASE NOTE: Trips must be funded by USG or a departmental account in order to use the Husky Motors Fuel Cards - charges will be applied directly to your reservation. **Organizations being billed directly are NOT permitted to use the Husky Motors Fuel Cards and should plan accordingly.**

Approved: _____

Date: _____

Coordinator of Registered Student Organizations

For internal use only

BANNER ID: _____ Husky Motors Confirmation: _____ Distribution: H47121 / R890 / IHRV

Invoice Total: _____ Signature: _____ Date: _____