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 huskymotors@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 Leadership and Involvement (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): _______

Trip Information

Purpose of Request: _____________________________
Requested Date: _______ Return Date: _______ Destination: _______
Vehicle type: _____________________________ Number of Vehicles Reserved: _______
Number of Passengers: _______

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

Driver 1: _______ M Number: _______ Van Certified? Y N
Driver 2: _______ M Number: _______ Van Certified? Y N
Driver 3: _______ M Number: _______ Van Certified? Y N

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.

For internal use only

BANNER ID: ____________________ Husky Motors Confirmation: _____________ Distribution: H47121 / R890 / IHRV
Invoice Total: _________________ Signature: _____________________________ Date: _____________________________