

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)*

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	Driver 2	Driver 3	Driver 4
Name:	_____	_____	_____	_____
M-Number:	_____	_____	_____	_____
Van-Certified?	Y N	Y N	Y N	Y N

Billing Information

Trips must be funded by RSO budget or a university account in order to use the HM Fuel Cards - charges will be applied directly to your reservation. **Organizations being billed via invoice are NOT permitted to use the HM Fuel Cards and should plan accordingly.**

Billing method: Charge RSO Budget

Charge a University Account - Index #: _____

Via Invoice (MUB 106 Mailbox)

Charge Fund - _____

For Student Leadership and Involvement Use Only

Approved: _____ Date: _____
Coordinator of Registered Student Organizations

For internal use only

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

Invoice Total: _____ Signature: _____ Date: _____