

## 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](mailto: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. There must be two certified drivers listed per vehicle.

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: \_\_\_\_\_  
Coordinator of Registered Student Organizations

Date: \_\_\_\_\_

*For internal use only*

BANNER ID: \_\_\_\_\_ Husky Motors Confirmation: \_\_\_\_\_ Distribution: H47121 / R890 / IHRV

Invoice Total: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_