

Authorization for use of MSU vehicles form

Driver(s)* _____

Department: _____ Budget #: _____

Dept. Phone #: _____ Dept. Fax #: _____

Purpose of Trip: _____

Destination: _____ Dates of Trip: _____
Departure Return

I certify that the above named driver(s) meet the requirements of the Motor Pool Policy which states the following: "Use of University-owned vehicles (or vehicles leased for use by the University) is limited to full and part-time faculty and staff. **Because of liability insurance requirements of the State of Missouri, students are not allowed to drive University vehicles or vehicles leased for use by the University unless they are employed by the University and their official duties require them to drive.**"

This authorization form is being provided to you to prove you are authorized to operate this vehicle during the above listed trip. This signed form must be kept in the vehicle during the trip and must be presented to Law Enforcement officers upon any traffic stops.

Department Head Signature

Date

*Includes primary and ALL relief drivers.

IMPORTANT!!!

All vehicles must be picked up Monday - Friday, 8:30 a.m. - 4:30 p.m. All vehicles being used for a weekend trip or leaving over the weekend will need to have the packets picked up by 4:30 p.m. the last work day of that week.

DO NOT fax this form back to the Motor Pool. You must bring this form to the Motor Pool Office (700 E. Elm) at the time of vehicle check-out!!!

Only the individual(s) selected to drive the vehicle on the Reservation Form may pick up the vehicle.