WASHINGTON STATE UNIVERSITY

Student Engagement Services
ASWSU | CCE | CSOL | GPSA | SEB | Student Media

Motor Pool Request

DEADLINE to submit form: *At least 72 hours for processing*
Allow for more time for multiple reservations.

Program/Gift Account #:

Request Date: _____ **Requested By:** _____

Event & Business Purpose: _____

Vehicle Type #1: _____ *(Select specific vehicle make and model from drop-down list)*

Pick-Up Date: _____ Pick-Up Time: _____ ☐ AM ☐ PM

Return Date: _____ Return Time: _____ ☐ AM ☐ PM

# of Travelers: _____ Destination: _____ (City, State)

☐ **Check this box if destination, pickup, and return information is the same for all reservations.**

Visit https://facilities.wsu.edu/motor-pool-rates/ for Motor Pool rates & vehicle types.

Vehicle Type #2: _____ *(Select specific vehicle make and model from drop-down list)*

Pick-Up Date: _____ Pick-Up Time: _____ ☐ AM ☐ PM

Return Date: _____ Return Time: _____ ☐ AM ☐ PM

# of Travelers: _____ Destination: _____ (City, State)

Vehicle Type #3: _____ *(Select specific vehicle make and model from drop-down list)*

Pick-Up Date: _____ Pick-Up Time: _____ ☐ AM ☐ PM

Return Date: _____ Return Time: _____ ☐ AM ☐ PM

# of Travelers: _____ Destination: _____ (City, State)

Vehicle Type #4: _____ *(Select specific vehicle make and model from drop-down list)*

Pick-Up Date: _____ Pick-Up Time: _____ ☐ AM ☐ PM

Return Date: _____ Return Time: _____ ☐ AM ☐ PM

# of Travelers: _____ Destination: _____ (City, State)

Driver(s) to Pick-Up: _____ **Alternate Driver(s):** _____

_____ _____

_____ _____

_____ _____

Motor Pool Total Cost Estimate: _____

Approval	Print/Type Name	Signature	Date
Advisor/Coordinator/Supervisor (If Advisor/Coordinator/Supervisor is the driver, then Associate Director/Director/Executive Director)			

Motor Pool Process:

1. Email completed Motor Pool Request form to getinvolved.finance@wsu.edu - ==**allow at least 72 hours for processing**==!

   a. ***Drivers need to visit*** https://facilities.wsu.edu/motor-pool-rates/ for rates and vehicle types.
   Select the specific vehicle make and model in the drop-down list on the Motor Pool Request form.

   b. *The Finance Team needs the specific vehicle make & model to complete the reservation.*

2. **All drivers** complete a Motor Pool Guidelines & DES Authorization form once per fiscal year and email to getinvolved.finance@wsu.edu.

3. **All drivers** complete driver safety training – training links listed below:

   a. ***Skillsoft Percipio link for employees:***
   https://hrs.wsu.edu/training/

   Select "Log in To Online Learning" and login with your WSU network ID credentials.

   Select the Skillsoft apps button in the upper right-hand corner (square button with nine dots) which reveals a drop-down menu. From that menu, select "Compliance". The courses are in alphabetical order. Scroll until you see "Driver Safety" training.

   b. ***Canvas link for students:***
   Canvas.wsu.edu

   Training should be located under the "Courses" tab. Student will need to select the "Student Safety Training" course and search for "Driver Safety" in the "Assignment" search field or scroll through the "Assignment list" to find the training.

   c. This is a one-time training throughout your employment or student status with the University.

   d. All drivers will need to send a screenshot of the completed training certificate to getinvolved.finance@wsu.edu **before** the reservation is scheduled for pick up.

   e. Note: Additional "Coaching the Van Driver" training is needed to drive the commercial motor vehicles – 8 passenger vans and additional requirements apply. Please check in with the Finance Team on this.

      i. This training is only offered on limited dates in Skillsoft Percipio for employees. (This is NOT available for students) – please plan ahead!

4. **All student drivers need to fill out a Student Driver Authorization form per reservation.** The groups Advisor/Coordinator/Supervisor will sign these (if Advisor/Coordinator/Supervisor is the driver, then Associate Director/Director/Executive Director will sign). Completed form can be emailed to getinvolved.finance@wsu.edu.

   a. **Exception:** Groups that drive frequently can have one Student Driver Authorization for the academic year. Check in with the Finance Team on this process.

5. Reminder: Driver will take driver's license, reservation confirmation #, and Student Driver Authorization (if student) to Motor Pool when picking up the vehicle. Motor Pool will visually check driver's license to confirm the license is valid under Washington State laws.