Purpose

Auxiliary Services maintains a pool of vehicles available for rental by faculty, staff and student organizations (requested by Student Activities) for official University business.
L11: MOTOR POOL
Effective Date: 3/26/03
Prior Date: 11/12/02

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References

The State of Illinois Vehicle Guide

Fiscal Agent Handbook, M35: Motor Pool Voucher, 1165

Return
Requests for a motor pool vehicle should be directed to the motor pool reservation desk. At that time, you will be asked the purpose and destination of the travel. A vehicle will then be tentatively reserved.

A Motor Pool Voucher will be sent to you requesting signatures for payment and authorization.

The reservation will be confirmed only when the authorizing signatures are obtained with approved funding and the form is returned to the motor pool reservation desk.
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**Form Instructions**

See [M35](#) for the instructions for filling out the *Motor Pool Voucher*.

[Return](#)
Pick-up Procedures

On the day of the reservation, the keys are picked up in Public Safety after the driver provides a valid drivers license. Beginning mileage and fuel level must be entered on the *University Motor Pool Mileage Form* that will be found in the box on the front seat of the vehicle. All scratches and dents present on the vehicle should be noted in the comment area of the form by the employee prior to the start of the trip. Upon completion of the trip, the employee must record the ending mileage and fuel level and return the form to Auxiliary Services and the vehicle keys to Public Safety.

The data entered on the University *Motor Pool Mileage Form* is then used by Auxiliary Services to complete the *Motor Pool Voucher.*
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Driver Responsibility

It is the responsibility of the driver to be aware of the drivers requirements regarding the use of state vehicles. A copy of the state Vehicle Guide, a quick reference for drivers, may be obtained in D-107.

All traffic citations are the responsibility of the individual responsible for the vehicle.

Return
Questions regarding the use of motor pool vehicles should be directed to the motor pool reservation desk located in D-107, extension 5331.
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For more information contact
Loretta K. Pienta