HOW TO OBTAIN A VEHICLE FROM KSU MOTOR POOL

The following information will be helpful to you in securing a vehicle from the Kentucky State University Motor Pool:

1) Call the Motor Pool Manager (Calvin Clark) at 597-8935 and request the type of vehicle needed, at least two weeks in advance of trip. Provide the following information: date of travel, departure time, destination, number of passengers and return time.

2) The Motor Pool Manager will check the availability of a vehicle from the State Motor Pool. However, buses and a limited number of vans are University owned.

3) When arrangements are finalized, the requesting party is to process a Purchase Requisition and send forward for official approval, listing all information (as stated in #1), a monetary amount for mileage, plus driver's fee - if requested.

4) The approved requisition must be in the motor pool office before the vehicle can be released.

5) If the vehicle is leased from the State Motor Pool the above process is the same plus the following:

A) All State Motor Pool vehicles must be picked up by you at their location on Barrett Avenue and taken there when you return.

B) A letter from your Supervisor must be sent to the KSU Motor Pool Manager prior to the day of departure if you will have this vehicle over the WEEKEND. This letter should state destination, date and time of departure, purpose for trip, where vehicle will be parked and return date.

C) The YELLOW COPY of the TRIP TICKET listing total mileage must be sent to the KSU Motor Pool Manager within two days after travel to ensure correct billing.

6) University owned or leased vehicles in use on or off campus are to be returned to their respective Motor Pool when no longer needed. If returned beyond the close of business to the KSU Motor Pool, lock vehicle and put keys and credit card in the designated receptacles located at west entrance of the Motor Pool garage on East Main Street. State Motor Pool is open 24 Hours.

ALL DRIVERS MUST POSSESS A VALID KENTUCKY DRIVER'S LICENSE.