

# In-State Travel Request Form

*This request is to be filled out and submitted at least 7 (seven) business days prior to departure.*

Please fill out the information requested below and e-mail to [motor.pool@slcc.edu](mailto:motor.pool@slcc.edu).

If you have any questions, please call the Motor Pool Secretary at (801) 957-4271.

Trip Information	
Primary Contact:	Phone:
In-State Destination:	
Purpose of Trip:	
Estimated Miles Each Way:	Estimated Time Each Way:
Number of Passengers:	Non-SLCC Travelers? <input type="checkbox"/> Yes <input type="checkbox"/> No
Departure Date:	Time:
Arrival Date:	Time:
Return Departure Date:	Time:
Return Arrival Date:	Time:

## Vehicle(s) Requested

***PLEASE BE AWARE*** - filling out this form does **NOT** automatically reserve the desired motor pool vehicle(s). To reserve the vehicle(s), or to find out how many of a specific type of vehicle might be available for reservation, please contact **Fleet Maintenance at 801.957.4461**.

✓	Quantity	Vehicle Type	Training Requirements
		Sedan (4 passengers + driver)	Current Driver Safety Training
		Mini Van (5 passengers + driver)	Current Driver Safety Training
		LCPV's (13 passengers + driver)	Current Driver Safety Training Current LCPV (HOV) Training
		SLCC BUSES (Driver provided by Motor Pool)	Current Driver Safety Training Current HOV Training Current CDL w/ Passenger Endorsement

## Driver Information

Name (Please Print)	Cell Phone	Driver's License	Birthdate

According to the College Motor Vehicle Policy (#C2S14.01), SLCC drivers of College vehicles must comply with all the following requirements:

1. Each driver must be at least 21 years of age.
2. Drivers must have a valid Utah driver's license with no moving violations in the past 90 days.
3. Current Driver Safety Training on record. Click link below for step-by-step instructions:  
<http://www.slcc.edu/risk-management/docs/driver-safety-training/driver-safety-training-step-by-step-instructions.pdf>
4. Drivers are not permitted to drive more than 8 hours in a 24 hour period and drivers shall not drive between the hours of 11:00 pm and 5:00 am. See policy for exceptions.
5. More than one qualified driver is required for trips where travel time exceeds 6 hours each way and drivers must rotate at least every two hours. 15 minute rest breaks must be taken every two hours.
6. Only SLCC employees, registered students, and official guests of the College may ride as passengers in College vehicles.
7. Manual use of handheld wireless communication devices (including cell phones, laptop computers, and other similar devices) is prohibited while operating a moving motor vehicle.
8. For drivers of high occupancy vehicles, HOV training must be current. Contact the Motor Pool Office for instructions on how to complete the training. Drivers with a CDL and Passenger Endorsement are only required to take the hands-on portion of the HOV training. Additionally, CDL drivers must have a current medical card on record with the Office of Risk Management.
9. All motor vehicle accidents in College vehicles must be reported IMMEDIATELY to the appropriate law enforcement agencies (police or highway patrol). All vehicle accidents or other circumstances resulting in damage to vehicles must be reported IMMEDIATELY to the Fleet & Logistic Coordinator II (801-957-4553).
10. Review the College Motor Vehicle Policy for additional information and requirements:  
[http://www.slcc.edu/policies/policies/finance\\_and\\_administration/2.2.030.aspx](http://www.slcc.edu/policies/policies/finance_and_administration/2.2.030.aspx)

By signing below, I acknowledge that I have read and understand the above information and have reviewed the College Motor Vehicle Policy (*electronic signatures cannot be accepted at this time*):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Request Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_