

Reservations are processed between 8 a.m. and 4:15 p.m. Monday through Friday. Vehicles can be picked up between 8 a.m. and 4 p.m. Monday through Friday at the Transportation Department Office. After hours vehicle pick-up is at the Facilities Management Operations Center. Only vehicles reserved in advance will be available for pick-up from the Operations Center.

To reserve a motor pool vehicle or request shuttle bus services, **complete the following information for each vehicle requested** and submit it to the UND Transportation Department by email: UND.transportation@UND.edu. **Handwritten and Faxed requests will not be accepted. Fields highlighted in red are required.** All requests will be evaluated and reservations will be made when vehicles or services are available for approved travel as outlined in the UND Use of State Vehicles Policy 6.2. Confirmation of the reservation or a denial of service will be provided for all requests. Allow one week for processing.

A. Contact	First Name	Last Name		Phone					
	Email								
B. Billing Information	Department Name		Fund	Dept.	Program	Project			
	First Name		Last Name		Phone				
C. Driver of Vehicle	First Name		Last Name		Cell (optional)				
	Driver Email	Driver EMPLID		State	Driver License Expiration Date				
C1. Alternate Driver	First Name	Last Name	EMPLID	State	Driver License Expiration Date				
D. Travel Information	Destination (city/state)								
Date/Time Vehicle Needed to be Picked Up	Pick Up Location (check one)	Grand Forks Fargo Bismarck	Minot Other _____	Date/Approximate Time of Vehicle Return	# of people in vehicle: _____				
Identify all travelers on page 2 of this form.									
Purpose of Travel (explain in detail; NO ACRONYMS ; attachments accepted)									
Is Travel for UND or State Business? Yes No (State Business defined on page 3 of the UND Use of State Vehicles Policy)									
E. Vehicle Information Complete one form for each vehicle requested	Type of Vehicle Requested (check one)	Sedan Mini-Van Light Pick-up Heavy Pick-up Compact SUV	Full size SUV Cargo Van - Large Cargo Van - Small Other _____						
	I certify that use of the vehicle(s) requested is for official UND or State business.								
F. Approval by Competent Authority	Check One:	VP	AVP	Dean	Dept. Head	Director	Chair	Manager	
	Printed Name:	_____					Phone #:	_____	
	Signature:	_____					Date:	_____	

UND Authorized Signature Approval for Use of State Fleet Vehicles

By my signature on the attached UND Vehicle Request I acknowledge I have reviewed the State Board of Higher Education and University of North Dakota Policy 6.2 for policies/procedures regarding authorization of student and employee use of ND State Fleet vehicles and will authorize only those requests which comply with the policies/procedures.

The use of ND State Fleet vehicles to transport students is limited to:

- Travel that is required as part of a specific academic course for which the student is currently enrolled (field trips, etc.)
- The University/college/department/program has selected this activity and asked the students to participate in the activity to represent UND.
- UND research activity supervised by a faculty/staff member. All students participating must be working with the faculty member's project.
- Students accompanying a faculty member to a conference at which the students are part of the presenting research.
- Student employees operating within the scope of their job responsibilities.
- UND Student Government officers operating within the scope of their leadership responsibilities.

A student field trip form is required for student trips that are university sponsored and/or class required.

The forms can be found on the [UND Department of Public Safety](#) website.

Questions can be directed to 701.777.3341.

Please access the field trip form and waivers via the following link: [CLICK HERE](#)

Passenger List (including driver)

Name	Indicate State Employee or Student
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

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