

MOTOR POOL VEHICLE RESERVATION FORM

Office # (760) 873-5577

PLEASE FAX COMPLETED FORM TO (760) 873-5599

Reservation confirmation will be returned to you via fax

RESERVATIONS WILL NOT BE MAKE WITHOUT COMPLETED FORM

TO: MOTOR POOL DATE: _____
FROM: REQUESTING DEPT: _____
NAME: _____ PHONE #: _____
FAX #: _____

A MOTOR POOL VEHICLE IS NEEDED FROM THE FOLLOWING LOCATION:

___ BISHOP ___ INDEPENDENCE

NAME OF EMPLOYEE(S) USING VEHICLE: _____

OTHER SPECIAL REQUIREMENTS: _____

DESTINATION: _____

DATE VEHICLE TO BE PICKED UP: _____ TIME: _____

DATE VEHICLE TO BE RETURNED: _____ TIME: _____

ASSIGNED VEHICLE # _____

LOCATION _____

REMINDERS

- NO SMOKING IN COUNTY VEHICLES!!
- PLEASE MAKE SURE FUEL TANKS ARE FULL WHEN RETURNING VEHICLES!!
- BE SURE TO HAVE YOUR GAS CARD – THERE ARE NO GAS CARDS IN THE VEHICLES
 - MAKE SURE YOU FILL OUT THE MILEAGE LOG WITH YOUR BUDGET #