

AUTHORIZATION REQUEST FOR STUDENT ORGANIZATION USE OF A UNIVERSITY VEHICLE

This request should be submitted to the SORC at least 5 working days prior to the date of rental.

Student Organization

Driver Information

1. Driver 1 will serve as primary contact for the trip.
2. All drivers must be at least 21 years old. Drivers of 12 passenger vans must be at least 25 years old.
3. Drivers must have a clear driving record. A DMV check is required for all drivers at least once a year.
4. At least 2 approved drivers are required for trips over 250 miles one way.

Driver 1 Name Pitt ID # (not PeopleSoft) Age

Driver 1 Email Driver 1 Phone Number

Has Driver 1 been approved by Motorpool? Yes No

(If No, driver must submit the Request for Driver Information and a copy of their Driver's License and Pitt ID Card to the SORC)

Driver 2 Name Pitt ID # (not PeopleSoft) Age

Has Driver 2 been approved by Motorpool? Yes No

(If No, driver must submit the Request for Driver Information and a copy of their Driver's License and Pitt ID Card to the SORC)

Trip Information

Purpose of Trip Type of Vehicle Key Pick-Up Date

Motorpool Office Hours are M-F 8am-4pm. Weekend and after hour rentals must have keys picked up within the Motorpool office hours.

Rental Pick-Up Date Rental Pick-Up Time Rental Return Date Rental Return Time

Destination (City, State) Confirmed One-way Mileage* *Driving directions showing confirmed mileage must be submitted to the SORC.

Trip Advisor Information

1. An advisor is required to accompany students on all trips that exceed 250 miles one way.
2. The signed Vehicle Rental Advisor's Role Acceptance must be submitted to the SORC.

Advisor Name University Affiliation

Advisor Phone Advisor Email

Passenger Information (Use Full Names)

1		2		3	
4		5		6	
7		8		9	
10		11		12	

Required Submissions to SORC Prior to Approval of Authorization Request

- Request for Driver Information with copy of Driver's License and Pitt ID for unapproved drivers
- Driving directions showing confirmed mileage
- Vehicle Rental Advisor's Role Acceptance Form