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 MADE 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 #