MOTOR POOL RESERVATIONS

Reservation Number:_______________

Evanston campus: Chicago campus:
2020 Ridge Avenue, Dock 9 Abbott Hall 710 North Lake Shore Drive, Room 100
Evanston, IL 60208-4325 Chicago, IL 60611 Mail Code A-331
Reservations: 847/491-5075 Reservations: 312/503-8129
Fax: 847/467-2188 Fax: 312/503-9243
E-mail: motor-pool@northwestern.edu E-mail: motor-pool@northwestern.edu
Hours: 8:00 a.m. to 5:00 p.m., Monday to Friday Hours: 8:00 a.m. to 5:00 p.m., Monday to Friday

Date of Request: __________________________

Vehicle Type: ____________________________ Number of Passengers: ______________________

Pick Up Date: ____________________________ Pick Up Time: ______________________________

Return Date: _____________________________ Return Time: ______________________________

Destination (City, State): ________________________________________________________________

Name of Driver: __________________________ Faculty/Staff ____________ Student ___________

Contact Person: __________________________ E-mail Address: ____________________________

Campus Phone Number: _________________ Campus Fax Number: _______________________

Campus Address: ______________________________________________________________________

Name of Department or Organization: _____________________________________________________

Name of Department Chair or Organization Advisor: ________________________________________

Chart String Number: Fund _ _ Dept _ _ _ _ _ _ Project _ _ _ _ _ _ _ Activity _ _ _ _ _ _ _ _

Account _ _ _ _

Confirmation Needed?: Yes __________ No __________

Special Notes: ______________________________________________________________________

____________________________________________________________________________________

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Note for Student Drivers:

- Student drivers must complete Risk Management’s Defensive Driving Course. To register, call Risk Management at 847/491-3253.
- Student drivers must present a letter of authorization on department letterhead designating them as having departmental permission to drive the vehicle.
- SOFO reservations require the “Organization Authorization for University Vehicles” form to be faxed to Motor Pool, in advance of the reservation date. Motor Pool fax numbers are 847/467-2188 for Evanston and 312/503-8129 for Chicago.
- Vehicles shall not be operated out of a 150-mile radius during the week. On weekends, the operating radius is extended to 300 miles with an overnight stay. For exceptions, call Risk Management at 847/491-4334.