MOTOR POOL RESERVATIONS

Reservation Number:_____

Evanston campus:
2020 Ridge Avenue, Dock 9
Evanston, IL 60208-4325
Reservations: 847/491-5075
Fax: 847/467-2188
E-mail: motor-pool@northwestern.edu
Hours: 8:00 a.m. to 5:00 p.m., Monday to Friday

Chicago campus:
Abbott Hall 710 North Lake Shore Drive, Room 100
Chicago, IL 60611 Mail Code A-331
Reservations: 312/503-8129
Fax: 312/503-9243
E-mail: motor-pool@northwestern.edu
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: _____

_____

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.