MOTOR POOL RESERVATIONS

Reservation Number: ________________

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

Chicago campus:
345 E Superior Street, 15th floor
Chicago, IL 60611
Reservations: 312-503-8000
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 _____ 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 sent to Motor Pool, in advance of the reservation date.
- 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.