

POLICY EXCEPTION REQUEST FORM
SHARED DEPARTMENT POOLING PROGRAM

Manual of Business Procedures – Vehicle and Transportation Services
Section 245 | I. Licensed Motor Vehicle Policy | C: Ownership



I. POLICY STATEMENT:

University-owned vehicles and trailers with an annual usage of fewer than 2,000 miles will be required to participate in the Shared Department Vehicle/Trailer Pooling program. Exceptions to the Shared Department Vehicle/Trailer Pooling program require department justification and review with Transportation Services.

II. REQUESTOR:

Name:

Phone:

Department Name:

Email:

III. JUSTIFICATION:

Identify all significant business reasons that justify this request:

- Emergency Preparedness Vehicle
- Service Maintenance Vehicle
- Donor Stipulation
- Geographical Location
- Other

*If other was checked, please explain:

List the asset number(s) to be reviewed in this request:

IV. SIGNATURES:

Requestor Signature: _____ Date: _____

Dean, Director, or Head of the Department Signature: _____ Date: _____

STOP HERE

Submit the completed form to Brooke Pugh via email ipf.motorpool@msu.edu. If you have any questions regarding the form, please call 517-353-5280 for assistance.

V. APPROVAL/DENIAL

STOP HERE

RECOMMEND NOT RECOMMEND

Reviewed by: _____ Date: _____

Transportation Services Manager Signature: _____ Date: _____

STOP HERE

APPROVED DENIED

Reviewed by: _____ Date: _____

EVPA Signature: _____ Date: _____

NOTIFICATION OF DECISION

VI. REQUESTOR NOTIFICATION

The requestor will be notified of the final decision via email from the Transportation Services Manager.

Date Notified: