

**SHARED VEHICLE POOLING
PROGRAM SIGN-UP**

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



I. POLICY STATEMENT:

Transportation Services requires that any leased or owned vehicle driven less than 2,000 miles per year must be enrolled in the Shared Vehicle Pooling Program to minimize cost, increase utilization and reduce our carbon footprint. Vehicles in this program will be shared among employees and departments whose needs and usage details complement each other.

II. REQUESTOR:

Name:

Phone:

Department Name:

Email:

III. USAGE DETAILS:

Where is your primary location? _____

Please describe days/times needed and vehicle specifics below:

IV. SIGNATURES:

Requestor Signature:

Date:

Dean, Director, or Head of the Department Signature:

Date:

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

V. APPROVAL/DENIAL

APPROVED

DENIED

Reviewed by:

Date:

Transportation Manager Signature:

Date:

VI. REQUESTOR NOTIFICATION

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

Date Notified:

Group:

Shared Vehicle Pooling Program Enrollment