

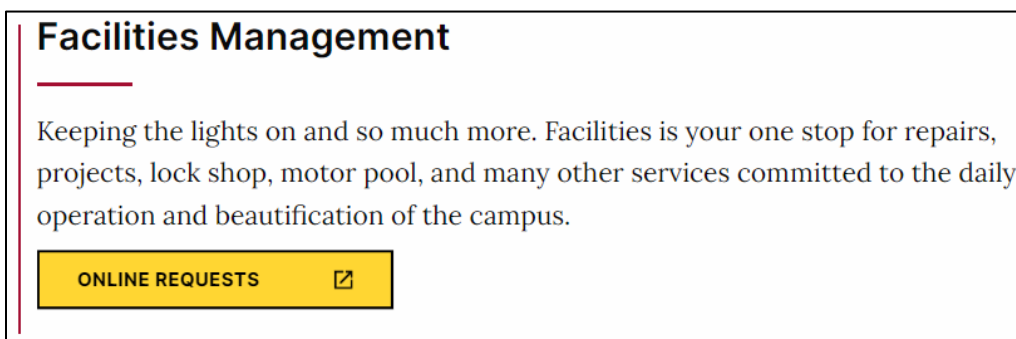
# Motor Pool Reservation Instructions

Prior to reserving a motor pool vehicle, you will need the following information:

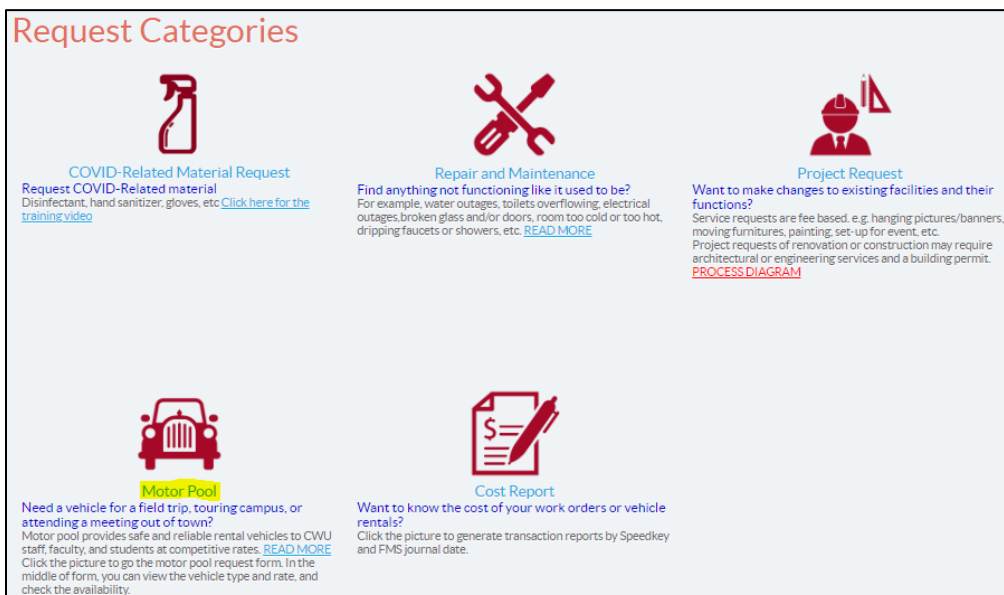
- Speedkey
- Trip Purpose
- Number of Travelers
- City and State of Travel
- Vehicle Pickup Date & Time
- Vehicle Dropoff Date & Time
- Vehicle Type (van, sedan, golf cart, etc.)
- Name and Email of Driver

**Please note that Van Safety Certification is required to drive 12-passenger vans and the certification must be renewed every two years.**

1. On the Facility webpage select the 'Online Requests' button.



2. Log-in using your CWU username and password, if instructed.
3. Select the 'Motor Pool' option from the category request screen:



- On the Motor Pool Request screen fill out all required information (noted by \*) under Contact, Funding, and Trip and Vehicle sections. At the bottom of the screen select 'Save Draft' to save the request or 'Submit Final' to submit.

▼ Contact

Requestor First Name \*

Requestor Last Name \*

Department \*

Contact Email \*

Campus Mail Stop

Contact Phone: \*

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▼ Funding

Search All Speedkeys      The system will send email to the funding manager to approve the expenditure of funding. Once its approved, the vehicle will be reserved in motor pool.

Speed Key (Type the number slowly, then click from the auto-complete list) \*

Account \*

Funding Authority:

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▼ Trip and Vehicle (One vehicle per request. Submit multiple requests if multiple vehicles required in the trip.)

Trip Purpose \*

Total Number of Travelers \*

City or Place \*

State \*

Please try to put the pickup time and drop-off time as accurate as possible. e.g. Input an afternoon time if the pickup time is afternoon, do not select the morning hour. Someone else can have the vehicle in the morning. This can help on vehicle shortage in peak season, and hopefully to reduce the deficit on motor pool program.

Pickup Date Time \*

Dropoff Date Time \*

Vehicle Type \*

[View vehicle type and rate](#)     

Special Request

Drivers Information:

First Name <span style="color: yellow;">*</span>	Last Name <span style="color: yellow;">*</span>	Driver Email <span style="color: yellow;">*</span>	License	License Expiration Date (MM/DD/YY)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Remove</a>
+      Add Driver					

**Note:** A vehicle is not reserved until the signature authority authorizes the rental. Once the rental is authorized, the requestor will receive an email confirming their authorization.

Keys, mileage card, and gas card (if needed) must be picked up at the Motor Pool office during normal business hours. If you are departing outside of normal business hours pick up the keys prior to the close of business the last business day prior to your trip.

Clubs & Organizations must have a club account set up and an expense form completed and approved through SURC Accounting prior to rental.