

Checklist for Authorized Drivers using Motor Pool Vehicles

Out-of-State Travel:

- One month before the anticipated travel -

- Identify driver(s):

_____	_____
_____	_____
_____	_____
_____	_____

- Send requiredtraining@slcc.edu an email requesting driver and/or HOV training status.
- Notify drivers of any required driver and/or HOV training to complete, if necessary, within two weeks of the anticipated travel.

[Driver Training Webpage](#)

[Driver Training Step-by-Step Instructions](#)

[Motor Pool Webpage](#)

- Reserve vehicles for anticipated travel by contacting Motor Pool at motor.pool@slcc.edu or x4271 or by filling out the [Online Motor Pool Reservation Form](#).

- Two weeks before the anticipated travel -

- Send the following to requiredtraining@slcc.edu:

- 1) Driving Schedule
- 2) [Out-of-State Travel Request Form](#)

- Send the following to motor.pool@slcc.edu:

- 1) [Motor Pool Passenger List](#)

In-State Travel:

- One month before the anticipated travel -

- Identify driver(s):

_____	_____
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- Send requiredtraining@slcc.edu an email requesting driver and/or HOV training status.
- Notify drivers of any required driver and/or HOV training to complete, if necessary, within two weeks of the anticipated travel.

[Driver Training Webpage](#)

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- Reserve vehicles for anticipated travel by contacting Motor Pool at motor.pool@slcc.edu or x4271 or by filling out the [Online Motor Pool Reservation Form](#).

- Two weeks before the anticipated travel -

- Send the following to motor.pool@slcc.edu:

- 1) [In-State Travel Request Form](#)

- 2) [Motor Pool Passenger List](#)