

Event Planning Timeline for Transportation Needs

<https://gustavus.edu/telecom/motor-pool/>

FIRST: Assess numbers of people to be transported and date(s) vehicles are needed.

Vehicles available from Gustavus Motor pool:

Cars – hold 4-5 people

Minivans – 7 people

8-Person Van* – smaller cargo type van that accommodates 8 people

10 Person Vans*- cargo type vans that hold 10 people

*Special Gustavus certification needed to drive these vehicles. Training is available at no charge through Campus Safety office.

The Motor pool coordinator can help figure out the most economical combination of vehicles to fit the spatial needs for your trip depending on availability.

Mileage Rates for Motor Pool Vehicles: Cars: \$0.58/mile and Vans: \$ 0.64/mile. *(Please call the Switchboard x0 to verify current rates for your event timeline.)*

Second: Reserve vehicles as soon as possible for best selection and availability. We operate on a first come, first served basis

Contact Motor pool by dialing “0” on campus, or emailing motorpool@gustavus.edu with the following information:

Day and date(s) that trip will take place

Destination

Time of departure/Time of return

of people to transport

Department/Organization/Event name

Contact Person and number to be reached

If requested vehicles are not currently available, your name will be added to a waiting list should changes occur in reservation needs and notified accordingly if your request can be honored by your travel date.

Two weeks before event: (If applicable)

Reassess numbers of people and vehicle needs. Make any significant changes with the Motor pool office.

One week before: (If applicable)

Confirm/adjust needs with Motor pool office.

Complete the vehicle authorization invoice forms, one for each vehicle reserved which will include:

Department/ Organization name

Day, Date and Time frame of event

Place of travel

Account number* (Keys will not be issued without this number on the form)

Signature of Department chair/ Organization chair/Advisor

Bring completed paperwork to pick up keys at the Telecommunication Switchboard office located in the lower level of Olin Hall, Room 26.

Keys are issued Monday-Friday from 8a to 4pm.

Keys may be picked up 1-2 days prior to trip depending on key availability.

NOTE: Should your reservation begin after 4pm on Friday through Monday at 8am, you will need to get keys BEFORE 4pm on that preceding Friday.

Upon return:

Record ending mileage. Leave the 2-part form on the seat of the vehicle. Remove personal items from vehicle as well as trash.

Lock the vehicle. Keys go into the drop box on the pole by the trash can.

(OR)

Follow instructions given for special events regarding key packages and mileage logs. Complete key packages and mileage logs should be returned to the Motor pool office within two days of conclusion of Special Event.