

COLLEGE OF ENGINEERING

Vehicle Request Form

These procedures are to give a clear understanding of how the college of engineering vehicles will be checked out for use.

Please email the completed form to Lawrence Hill (hill7@eng.ua.edu) and James Yarbrough (jyarbrough@eng.ua.edu)

Requester's Name

Department Name

Department Head/Advisors signature

Brief description on how the vehicle will be used

Pick up and drop off date

Number associated with the requests

Account number for charges

Mileage before departure

Before the user can obtain the vehicle, all parties will have to be insured through risk management. This is the department's responsibility. The college will charge .75 cents a mile when the vehicle is used for out of town requests.

All rules and regulations must be adhered to while using any college of engineering vehicle.

Transportation Services:

Transportation Services is pleased to offer the Motorist Assistance Program (M.A.P) free of charge to students, faculty/staff and visitors of the University of Alabama. This service is available 24 hours a day, seven days a week unless the University is closed. If the University is closed, please contact UA Police at (205) 348-5454.

Our M.A.P Technicians provide the following emergency assistance:

- Battery jump
- Flat tire Inflation

Call the Motorist Assistance line at (205) 348-0121, and have the following information available:

- Vehicle license plate number
- Make, model and color of vehicle
- Vehicle's exact location
- Description of problem
- Your name and phone number

You will need to remain with your vehicle until a M.A.P technician arrives to ensure that we locate the correct vehicle and have the driver sign our Emergency Vehicle Assistant form.

*Please also note, prior to these complimentary services being provided you must present valid identification and sign a form

**Parking Department cannot change tires, offer tire repair, or assist with tire replacement.