

Authorization for Sport Utility Vehicle (SUV) Use



In accordance with Administrative Rule R27-3-11(2a), any state employee or designee reserving an SUV from a State Daily Motor Pool location must obtain authorization from the program's Supervisor, Manager or Director prior to departure. SUV use can only be authorized in cases where state business will be preformed in areas of the state that have underdeveloped roadways or off-road driving will occur. SUV use cannot be authorized due to adverse weather conditions.

FleetFocus Reservation Driver Name: _____

FleetFocus Reservation Number: _____

Reservation Pickup Date: ___ / ___ / ___ Reservation Return Date: ___ / ___ / ___

State Agency: _____ Driver phone: _____

Vehicle Destination: _____

Description of road conditions: _____

Name and title of Supervisor, Manager or Director: _____

Phone of Supervisor, Manager or Director: _____

Signature: _____ Date: ___ / ___ / ___
(Supervisor, Manager or Director)

This authorization form must be completed and kept on file with the agency.

