Renting Vehicles

Renting Vehicles from MSU Motor Pool
Motor Pool/Transportation Services Requirements:

1) MSU/State employee/student travel must be for University-affiliated business (you must use Motor Pool vehicles may ONLY be used for club-related travel).
2) Valid U.S. driver’s license in good standing;
3) Completed Vehicle Use Authorization form for all drivers; and
4) Personal medical insurance if driver/passenger is a student (employees are covered by Worker’s Compensation) for bodily injury.

Steps to reserve a vehicle from MSU Motor Pool. To see rates and types of vehicles available: http://www.facilities.montana.edu/fs/motorpool/rates.html

1. Fill out Vehicle Use Permission Form (found on OAE website) and turn in to OAE. They will send the completed form to Motor Pool. Give 3 business days to process. If your organization does not have or know your vendor ID number, see steps below in next section.
2. Call Motor Pool (994-3670) no earlier than 3 days after submission of form to confirm reservation.
3. If you need to make changes to the reservation, please contact Motor Pool directly.

Index/Vendor ID
To reserve a vehicle through MSU Motor Pool, you will need an index/vendor ID number which you can obtain from University Business Services. If you think your organization already has one but do not know it, please follow these same steps to verify the information on file.

Steps to obtain an index/vendor ID:

1. Any member of your organization can go to University Business Services, 103 Montana Hall and ask for Wendy McCarty (994-5538).
2. Bring this information:
   a. Registered Student Organization Registration Letter (sent to you when officially registered).
   b. Billing Address
3. You will be issued an ID immediately, no waiting period.
4. You will provide this number to Motor Pool as part of the reservation process and your group will then be billed after your travel. Bills are sent on the 24th of every month and you have 30 days to pay those bills. Check or cash are acceptable forms of payment.

Renting from Enterprise
MSU has a contract with Enterprise Rent-A-Car that allows you to have special rates and built-in accident insurance that covers the vehicle. All drivers must by 21 years of age or older to drive an Enterprise vehicle. Call them at 586-8010 to rent a vehicle.