

**Request for Volunteer (Non-State Employee) to operate State Vehicle form instructions:**

- Form must be submitted a minimum of one week prior to reservation date
- Under Agency/University enter NDSU Department name with a contact person and phone number
- Enter current date
- Enter name of Volunteer Driver as it appears on valid drivers license
- Please include state name in which Drivers license is issued along with license number
- Enter 1247824 as Workers Comp Number
- Enter Program/Reason
- Fax completed form to NDSU Motor Pool at 231-8008