



## **EXECUTIVE MOTOR POOL REQUEST FORM**

Please Complete the Required Information Below and Forward to:  
[ExecutiveMotorPool@psc.hhs.gov](mailto:ExecutiveMotorPool@psc.hhs.gov)

- \*1. Approved user's name:
- \*2. Desired date and time for pickup:
- \*3. Location of pickup:
- \*4. Destination:
- \*5. Total number of passengers in the party:
- \*6. Will return transport be required:  (If yes, click box)
7. If so, time driver should return for pickup:
8. Will the driver be required to wait:  (If yes, click box)  
Drivers are authorized to wait for up to 15 minutes when picking up an Executive Motor Pool passenger.  
The period may be extended, based on availability. Please provide wait time information on the next line.
9. Anticipated wait time, if applicable:

**\*Required to Schedule Executive Motor Pool Transportation.**

Please forward the completed form to: [ExecutiveMotorPool@psc.hhs.gov](mailto:ExecutiveMotorPool@psc.hhs.gov)

If you have questions or need assistance, please contact Gary Boykin:  
Phone: 202-619-2140; Email: [gary.boykin@psc.hhs.gov](mailto:gary.boykin@psc.hhs.gov)