



PROCEDURES FOR USE OF MOTOR POOL VEHICLES

1. The requestor completes a "Use of Vehicle Form" for each vehicle needed. The form must be signed by the requestor's supervisor or other appropriate college official. Forms are available from the Facilities Office or on the Facilities Web Site at <http://facilities.delhi.edu>.
2. The requestor sends the "Use of Vehicle Form" to the Facilities Office via campus mail or email to schereba@delhi.edu. The form should be submitted at least one week prior to the date the vehicle is requested and not more than four (4) months in advance.
3. The Facilities Office assigns a vehicle (or completes the form to indicate that none are available) and returns to form to the requestor.
4. The requestor takes the "Use of Vehicle Form" to University Police to pick up the keys and credit cards. Pick up hours are 7:00 a.m. until 7:00 p.m. Monday through Friday.* The requestor leaves a "Use of Vehicle Roster" form at University Police at the time the keys are picked up.
5. Before beginning the trip, the driver should complete the "Pickup Check List" on the "Use of Vehicle Form." Any deficiencies should be noted and explained on the form.
6. When returning from the trip, the driver should complete the "Return Check List" on the "Use of Vehicle Form" prior to returning keys, credit cards, credit card receipts and "Use of Vehicle Form" to University Police. Any deficiencies should be noted and explained on the form.

Please note that vehicles are supplied with garbage bags. Drivers are expected to return vehicles in reasonably clean condition. Faculty and staff are encouraged to involve students in cleaning up after themselves.

Failure to follow procedures for use of motor pool vehicles or any intentional vehicle damage or damage resulting from misuse may result in charges to your department and/or revocation of your privilege to drive college owned vehicles.

*Although keys may be picked up in advance, please do not take the assigned vehicle before the requested time without permission from the Facilities Office.