



PROCEDURES FOR USE OF MOTOR POOL VEHICLES

I) Procedures for Requesting a Motor Pool Vehicle for Travel

To request a vehicle please follow these four easy steps

- 1) Sign on to the QueCentre and find an available vehicle that will meet your needs. To help you navigate QueCentre you may click on this tutorial: [QueCentre Procedures](#)
- 2) After you have listed your request in QueCentre, download and fill out the [Vehicle Request Form](#). It is located Events calendar page and is a button on the upper left side of the form.
- 3) Have your Supervisor sign the form and then send the form to Facilities by: Fax (4157) or email to facilitiesWO@delhi.edu
- 4) Facilities will approve or deny the request once we have received the copy of the approved form. This decision will be noted in QueCentre (by change in color) and a copy of the Vehicle Request Form will be returned to you.

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.

II) When you have received approval to use a Motor Pool vehicle

- 1) The requestor takes the approved "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.*
- 2) The requestor leaves a "Use of Vehicle Roster" form at University Police at the time the keys are picked up.
- 3) 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. 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.