



Faculty/Staff Vehicle Pool Usage Policy & Guidelines

Office of the Provost

Reservation & Pick-Up Procedure

1. Vehicles should be reserved in advance. Faculty or staff members wishing to reserve a vehicle for a field experience, other academic or student-service-related purpose should call Kathy Anderson at extension 5639.
2. If a vehicle is not already reserved for the date(s) requested, an appropriate entry on the reservation calendar will be made and the driver or person responsible for the trip will be e-mailed or mailed a *Trip Itinerary Form*. This form, which can also be downloaded from the Office of the Provost website, must be returned to the office prior to pick up of keys the day before the planned trip.
3. The faculty or staff member who has reserved the vehicle can pick up the keys in the Provost's Office the day before or day of the planned trip, depending on the availability of the vehicle. At this time, a copy of the current driver's license (and that of any other faculty or staff member who will drive the vehicle) as well as proof of insurance must be submitted and will be kept on file.
4. The driver of the vehicle will be asked to read and sign the "University Transportation Policy" document (also available on the website) acknowledging an understanding of said guidelines. (Please note, the policy was written originally to address athletic travel.)
5. Following the trip or field experience, the keys to the vehicle along with a record of the ending trip mileage should be returned to Kathy Anderson as soon as possible so that the vehicle can be prepared for its next use.

Mileage, Gas & Trip Guidelines

1. The driver of the van will be asked to complete a brief *Trip Itinerary Form* at the time of the reservation. This form will require basic information about the driver, purpose and length of the trip, destination and number of passengers.
2. Although there is no limit to the length of a trip, drivers are required to log their mileage before and after each trip. In most cases, the vehicle will have a full tank of gas when the faculty or staff member picks it up. If the driver should need to refill the gas tank during the trip, he or she should keep a receipt of the gasoline purchase. **Tolls must be paid along the trip.** Tolls incurred by vehicles displaying an I-PASS will be absorbed by the Provost's Office. Expense for gas and tolls incurred by vehicles NOT displaying an I-PASS will be reimbursed once appropriate receipts are provided. Vehicles require regular, unleaded gasoline. No high-octane, high performance fuels are necessary.