TRAVEL SERVICE POLICY

The purpose of the following Vehicle Usage Policy is to have a higher standard of vehicle safety and liability coverage. This policy will also promote better documentation and tracking between departments.

General Vehicle Usage Policy:

A. An OFF CAMPUS TRIP AUTHORIZATION & PRE-APPROVAL FORM must be filled out, properly signed, and delivered to Facilities Management before a vehicle reservation can be made. These forms can be picked up at Facilities Management Physical Plant building (410 Park St.) or at the SAC office.

B. The following forms must be filled out in advance of trip and brought to Facilities Management Physical Plant for vehicle pick up. For safety and liability reasons, Facilities Management cannot release a vehicle unless all forms are filled out properly and turned in:

   a. OFF CAMPUS TRIP PARTICIPATION EMERGENCY CONTACT
   b. STUDENT /PARTICPANT WAIVER AND RELEASE

C. A VEHICLE USAGE report must be signed by the lead driver/trip leader before keys are released. This is acceptance of responsibility for the vehicle for duration of the trip.

D. Beginning and ending mileage must be filled out. The VEHICLE MILEAGE SHEET can be found in the travel packet which also contains keys and gas card. If beginning and ending mileage are not filled out, the department authorizing vehicle usage will be charged a blanket mileage rate for the trip. Keep pink copy of this form.

E. Vehicles must be returned with gas tanks full. If tank is not full, the department authorizing vehicle usage will be charged an additional rate for the trip.

F. Vehicles must be returned with doors locked and all lights turned off. This is for safety and liability and to ensure that batteries are not run down. If vehicles are discovered unsecured and/or lights are on, the department authorizing vehicle usage will be charged an additional rate for the trip.
G. Vehicles returned after hours must be checked in with Security for safety and liability. If vehicles are not checked in after hours and an incident occurs, the department authorizing vehicle usage will be held liable for any damages.

H. There is a 24 hour cancellation policy for all vehicles. If vehicles are not cancelled, the department authorizing vehicle usage will be charged a blanket mileage rate for the trip.

I. Vehicles must be returned clean with no items left behind. If vehicles need to be cleaned upon return, the department authorizing vehicle usage will be charged a cleaning fee for the trip.

J. Facilities Management will answer any questions about Travel Service and give further direction on policy and forms if needed. Please call 3162.