

VEHICLE CHECK-OUT PROCEDURE

Location for Vehicle Check-out: All vehicles, as well as fuel credit cards and pike passes, will be checked out at the Business and Industry Services (BIS) office. Keys, cards, and pike passes will be kept secure in BIS by the administrative assistant.

Check-out: To check out, sign and date on the sheet designated for the date and vehicle to be used. Vehicle selection may be changed to accommodate multiple requests. Upon return, write in the return date. In addition to the vehicle key, the ring has a credit card holder attached; a north building key, and a security gate key.

Upon return, the person checking out the vehicle is responsible for:

1. Insuring the vehicle has been refueled and is returned to full.
2. Checking the vehicle for any trash and removing the trash.
3. Making a note of any needed maintenance or problem, completing the form in the glove compartment, and returning the keys.
4. Parking the vehicle **inside the building and locking the building.**
5. **Locking the security gate (if after regular hours).**
6. Returning the **keys, pike pass, fuel credit cards, maintenance form**, as needed, **AND fuel credit card receipt(s)** to the administrative assistant in BIS upon return to campus, or by 8:00 a.m. the following workday. Night clerks can handle these processes when available. **Credit card receipts must be signed, the purpose of the trip and destination written someplace on the receipts.** (The BIS administrative assistant will be responsible for getting the fuel credit card receipts to the encumbrance administrative assistant in the central administrative office and maintenance form to the maintenance director.)

Vehicle Needed Before 8:00 a.m.: Make arrangements to check out the previous workday. Night clerks may assist when available.

NOTICE: Anyone checking out a vehicle is **responsible** for following the above procedures and for the security of the keys, card, and pass; **only adult SWTC employees shall be given access to vehicles.**

Adopted: November 24, 2003, as policy P-144