



Reserve College Vehicle Procedure Last Update: February 3, 2011

College vehicles may be reserved on the *School Vehicle Reservation Calendar* located under “Public Folders” within the “All Public Folders” list in Outlook. The college has six vehicles available for employee use on college business including five cars and one van:

1. Silver Ford 500
2. Red Ford 500
3. Grey Taurus
4. Black Taurus
5. Burgundy Taurus
6. KIA Van

How reservations appear on the School Vehicle Reservation Calendar:

Vehicles reserved for the *entire day* (or days) are identified in the very top grey box immediately under the date (or dates) reserved.

Vehicles reserved for *partial days* are identified within the reserved time slots for the specific date or dates and hours requested (E.g., Pick-up 04/08/08 at 3:30 p.m. Return 04/09/08 at 11:30 a.m.).

To reserve a vehicle:

1. Locate the date(s) you wish to reserve the vehicle on the vehicle reservation calendar.
2. Before entering anything, **check vehicle availability**.
3. If a vehicle is available, reserve as follows:

To reserve a car for an *entire day* (or days)

Click the *very top* grey box (or boxes) immediately beneath the date (or dates) you intend to use the vehicle. Enter the following information:

1. Your name
2. Pick-up: 00:00 am/pm
3. Destination
4. Return: 00:00 am/pm (Note: returned cars must be full of gasoline and clean)
5. Desired vehicle (again, make sure it is available)

To reserve a car for a *partial day* or *mid-day* to *future-day* usage

Select the *specific hours* you intend to use the car. (E.g. 3 p.m. 04/08/08 to 9 a.m. 04/10/08) Enter the following information:

1. Your name
2. Pick-up: 00:00 am/pm
3. Destination
4. Return: 00:00 am/pm (Note: returned cars must be full of gasoline and clean)
5. Desired vehicle (again, make sure it is available)

Vehicle Keys

Vehicle keys are secured (locked up) at the front desk in the Office of Admission. The employee who will be using the vehicle must pick up keys in person at the front desk. To obtain the keys, complete and sign acceptance of responsibility on the vehicle check-out log (located in the drawer with the vehicle keys). The admission office coordinator or other admission personnel will assist you.

Return Vehicle

Upon return to the college (make sure the gasoline tank is full and the car is clean), return the keys to the Office of Admission and complete and sign return on the vehicle check-out log.