Reserve College Vehicle Procedure

The College has two vehicles available, for employee business purposes only, which are reserved using the **Outlook Calendar** steps below:

- Toyota Camry
- Toyota Van

Steps to reserve a vehicle: (Screen shots are available on pages 3-5 which coincide with these steps)

1. Click on the **Calendar** icon.

2. Click on the **New Meeting** icon to then select day/time (be sure **Room Finder** is enabled).

3. Click on the **Room List dropdown** and select **Equipment Reservations**.

4. Select **Scheduling Assistant** where all available equipment will be listed. Select the vehicle you would like to reserve by putting a check in the box next to the vehicle's name.

5. Select **Appointment** to finish setting up your meeting details.

6. After you **send** the invitation, you will get an Accepted or Declined email from the Equipment Resource. If you get a declined email because of a conflict, you can open the email and see who has the vehicle scheduled.

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

Vehicle Keys

Vehicle keys are kept secured in the Scallon Building's Security Office. The employee who will be using the vehicle must pick up the keys in person. To obtain the keys, complete and sign the acceptance of responsibility on the vehicle checkout log. The Security Officer on duty will assist you.

Returning the Vehicle → *please be sure the gas tank is full and the car is clean!*

Upon returning to the College, please bring the keys back to the Security Department where you will need to complete and sign return on the vehicle checkout log.

Any employee with a valid driver's license can reserve and use one of the cars owned by the College for business purposes. You must complete the form below and supply a copy of your driver's license to Human Resources. Students are not allowed to drive or use the College vehicles

Motor Vehicle Record
Disclosure and Release

In connection with my ongoing employment or my application for employment, should I have or secure a position with Sherman College of Chiropractic, I understand that a motor vehicle record, which contains public record information, may be requested. I further understand that such report(s) will contain personal information and public record information concerning my driving record from federal, state, and other agencies that maintain such records, as well as independent services that provide driving record information.

I authorize, without reservation, any party or agency contacted to furnish the above-mentioned information to Republic-Franklin Insurance Company, or its agent.

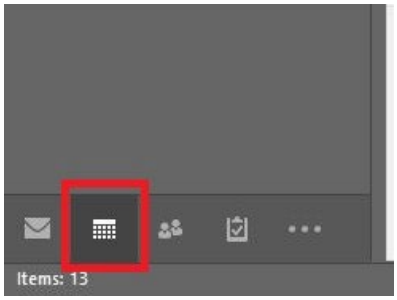
I hereby authorize procurement of my motor vehicle report. If hired, this authorization shall remain on file and shall serve as ongoing authorization for you to procure such reports at any time during my employment. Republic-Franklin Insurance Company, commercial auto insurer and agent will also use this information in conjunction with loss control and safety review efforts.

FULL LEGAL NAME (INCLUDE MIDDLE INITIAL)	**DATE OF BIRTH**
LICENSE NUMBER	**STATE**
SIGNATURE	**DATE**

Eff 3/7/2022 – 3/7/2023

Sherman Vehicle Reservation

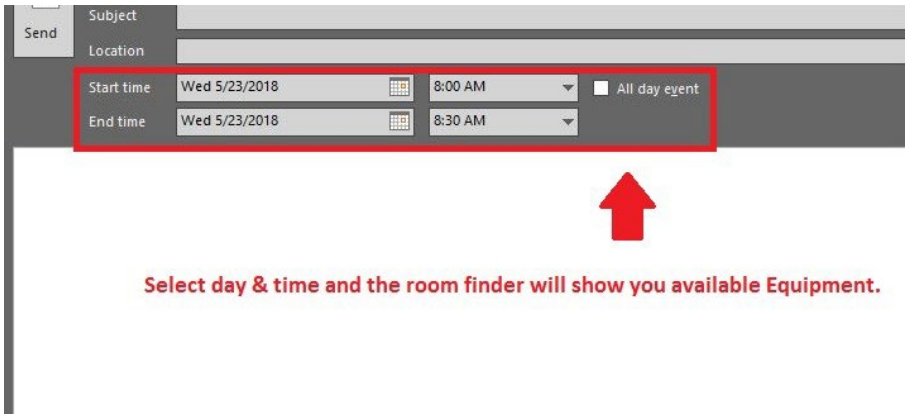
1) From Outlook, click on calendar icon.



2) Then click the New Meeting icon.



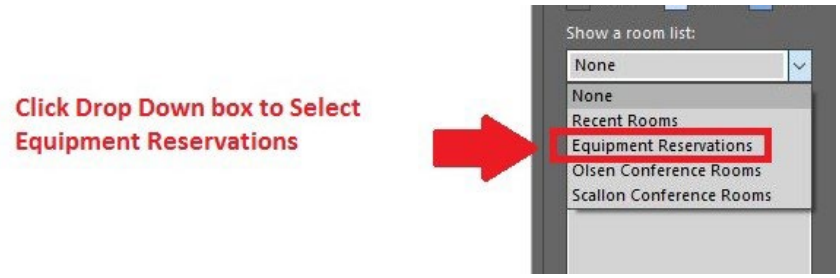
3) Then select the day/time.



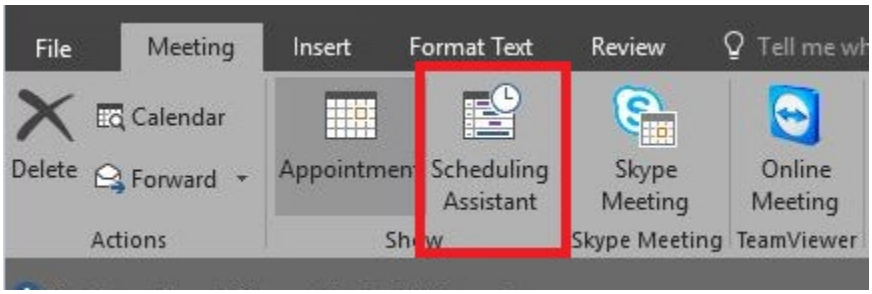
4) Make sure that Room Finder is enabled.



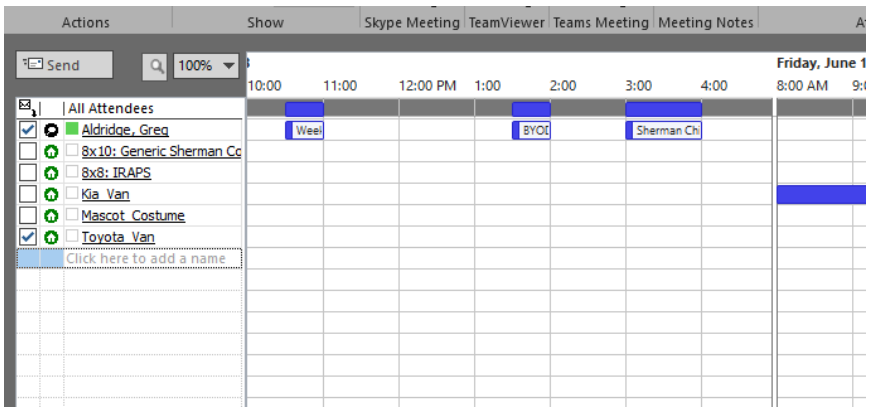
5) Then click on the ROOM LIST dropdown and select Equipment Reservations to schedule equipment.



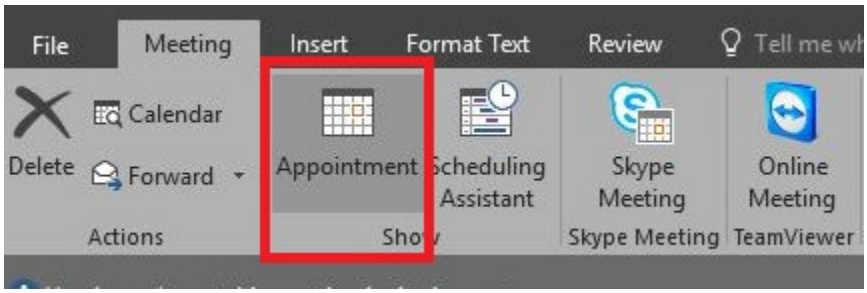
6) Then select Scheduling Assistant



7) All available Equipment will be listed. Select the vehicle you want to reserve by putting a check in the box next to the name.



8) Then select Appointment to finish setting up your meeting details.



9) After you send the invitation you will get an Accepted or Declined email from the **Equipment Resource**. If you get a declined email because of a conflict, you can open the email and see who has the vehicle scheduled.