

Procedures Governing Reservation and Use of University Vehicles

- a. Prepare an Application for Use of University Vehicle form (available in the Physical Plant Department) in duplicate. Obtain appropriate signatures and forward to the Physical Plant Department. Applications should include the exact time the vehicle will be picked up. Except for use of a vehicle outside regular office hours of the Physical Plant (8:00 a.m. – 4:30 p.m., Monday through Friday, except on holidays), keys will not be issued earlier than the stated time of departure. Keys to vehicles to be used on Saturday, Sunday or holidays should be secured from the Physical Plant Department before 4:30 p.m. on the last day the department is open prior to use of the vehicle. The vehicle is not to be moved until the stated time of departure unless otherwise specified on the application form.
- b. Physical Plant personnel will check current reservations and deny/confirm the request for reservation by sending an email or returning the Application for Use of University Vehicle form, marked canceled if no vehicle is available.
- c. After the trip, the vehicle should be returned to the back parking lot of the Physical Plant Department. If the vehicle is returned during regular office hours, the keys and user's copy of the application (containing mileage, etc.) should be returned to the office. If the trip is completed outside the department's office hours, the driver can borrow a gate key from the Public Safety Dispatcher so that the vehicle can be parked behind the gates. The vehicle should be locked and the keys and user's copy of the application returned to the container provided in the Public Safety Office in the Shasteen Building.
- d. A breakdown or accident should be reported immediately to the APSU Physical Plant (221-7456) or after hours to Public Safety (221-7786).