

FLEET VEHICLE RESERVATION PROCEDURES AND RULES

To reserve a fleet vehicle, go to the new website <http://nwscce.edu/vehiclecalendars.html> to check on vehicle availability. Fill out and submit the electronic reservation request form. You will receive notification of your approved request.

PLEASE NOTE: In order to qualify as a driver of NW-SCC Fleet Vehicles you must provide a copy of your current driver's license, fill out a NW-SCC EMPLOYEE – Vehicle Use Consent Form giving permission for the College to obtain your Motor Vehicle Report (MVP) and read, understand and sign a copy of the NW-SCC College Fleet Vehicle Use Guidelines and Safety Standards. All of this information will be kept on file in the Business Office and the Business Office will provide the Facilities/Operations Department with a list of eligible drivers for the NW-SCC fleet vehicles. If your name is not on the eligible driver list we will be unable to issue you a college fleet vehicle. Also note that reservations are made on a first come, first serve basis. However, those taking long distance trips will have preference over those driving from campus to campus.

1. Scheduling time for fleet vehicles is from 7:00am-3:30pm Monday thru Thursday and 7:00am-10:30am on Fridays. E-mailed requests from above website will be checked periodically by Facilities/Operations Department and noted on college vehicle calendar. A confirmation will be e-mailed to you. 24 hour advance notice is expected when reserving vehicles. **PHONE RESERVATIONS WILL NOT BE ACCEPTED.**
2. **SHOALS CAMPUS:** Pick up time for fleet vehicles is from 7:00am-3:30pm Monday thru Thursday and 7:00am-10:30am on Fridays at the Facilities/Operations building at 201 W. 6th Street. If you require an earlier pickup you may pick up the keys & gas card and fill out the sign out form by end of day the day before your scheduled trip. If you require an after hour return of the vehicle you may leave the keys, gas card and gas receipts in the drop box outside the west entrance to the Facilities/Operations Building. The vehicle will be checked in by the Facilities/Operations Department the following morning and any concerns about the condition in which it was returned will be forwarded to your supervisor.
PHIL CAMPBELL CAMPUS: Pick up time for fleet vehicles is from 7:00am-3:30pm Monday thru Thursday and 7:00am-10:30am on Fridays at the Facilities/Operations building behind the Sub Building (303/304). If you require an earlier pickup you may pick up the keys & gas card and fill out the sign out form by end of day the day before your scheduled trip. If you require an after hour return of the vehicle you may leave the keys, gas card and gas receipts in the drop box near the flag pole where vehicles are returned. The vehicle will be checked in by the Facilities/Operations Department the following morning and any concerns about the condition in which it was returned will be forwarded to your supervisor.
3. Certified drivers should familiarize themselves with the assigned vehicle before use. The Facilities/Operations Department will be glad to assist with any issues or concerns you have.
4. Vehicles may **NOT** be taken home and kept overnight at any time unless prior administrative approval is obtained in writing and forwarded to the Facilities/Operations Department Office.
5. Vehicles are for employee use **ONLY**. Other than college students, no family members or small children may occupy state vehicles unless prior administrative approval is obtained in writing and forwarded to the Facilities/Operations Department Office.
6. Vehicles will be issued at sign out with a gas card & keys. Insurance card, if needed, will ALWAYS be in the glove box of vehicle.
7. Vehicles will be serviced on a regular basis and be presentable as time allows between uses. We ask that you report any problems with the vehicle you are using as soon as possible through e-mail to the physicalplant@nwscce.edu address. **IT IS THE RESPONSIBILITY OF THE DRIVER TO MAINTAIN THE CLEANLINESS OF THE VEHICLE. ALL PERSONAL MATERIAL AND RUBBISH MUST BE REMOVED BEFORE RETURNING VEHICLE. And if you have spilled any drink or food on the seats or in the floor please clean it up ASAP so that it will not leave any stains. It would be best, however, if you refrained from eating and drinking (other than water) while you are driving. This will help in keeping our vehicle interiors clean.**
8. It is the driver's responsibility to fill the vehicle up with gasoline (**TOTAL FILL-UP**) before RETURNING it to the Facilities/Operations building. You must also turn in all gas receipts at this time. Please keep in mind that you (THE DRIVER) are responsible for the gas receipts until they reach the business office. For your protection you should make a picture of the gas receipt with your phone as soon as you get it in case it is lost. After September 30, 2016 the Business Office will no longer accept affidavits for lost gas receipts so you will be required to get a new receipt from whatever gas station you used on your trip.
9. All vehicles should be returned to the appropriate fleet parking area at the arranged time. It is important to return your vehicle in a timely manner as others may be scheduled to use the same vehicle upon its return.
10. Upon vehicle return the Facilities/Operations Department will check for visible damage, trash removal, and fuel level. You will be notified of any problems found through e-mail. **REMEMBER** the vehicle should be turned in by the person who signed it out and used it (THE DRIVER). It is in your best interest that you **DO NOT** hand any of these items off to another individual and expect them to turn the vehicle in for you. Do not allow another employee to use the vehicle you have signed out. If they need a vehicle they need to follow the same procedures to reserve one for themselves. **YOU ARE RESPONSIBLE FOR THIS VEHICLE UNTIL IT IS PROPERLY RETURNED TO CAMPUS.**
11. All accidents, no matter how minor, should be reported as soon as possible to the Facilities/Operations Department (during regular business hours) or Campus Police (after hours) upon returning the vehicle to campus. Phone numbers are in glove box.
12. **SMOKING OR TOBACCO USE OF ANY KIND IS STRICTLY PROHIBITED IN STATE OWNED VEHICLES.**
13. Animals are **NOT** allowed in college vehicles at any time. Pets and other animals are prohibited because they pose potential health, maintenance and aesthetic problems. Exceptions to this policy are animals assisting handicapped persons.
14. **Anyone who does not have the desire to use the NW-SCC fleet vehicles properly and responsibly should make arrangements for other means of transportation through their supervisor.**