In need of a vehicle?

Ensure all training and approvals are competed.

Reserve vehicle using Vehicle Check-Out Form. Communicate with coworkers to determine if “ride sharing” is needed.

Inspect vehicle using Pre-Use checklist, and notate on log.

If safety or damage issues are found, report to your supervisor immediately and do not drive the vehicle.

If fuel is needed, refuel at the motor pool yard.

Return vehicle to garage, complete the usage log, return the key, and indicate the date/time of return on the Vehicle Check-Out Form.