

FACILITIES & PLANNING SERVICES (F&PS)

F&PS Fleet Vehicle Reservation Procedure

Effective Date: August 27, 2015

Revision Date: October 10, 2018



Purpose: Guidelines for F&PS fleet vehicle reservation and use by CBU Faculty/Staff for campus-related events.

Procedure:

1. To reserve an F&PS fleet vehicle, an e-mail request must be sent (to facilitiesadmin@calbaptist.edu) at least 24 hours prior to the requested date/time. Reservations are honored on a first-come, first serve basis. **Only one (1) fleet vehicle is available for reservation each day.**
2. Upon receipt of the e-mail request, F&PS will verify if a vehicle is available according to the reservation calendar. Please note: F&PS staff have priority use of fleet vehicles (in the event of an emergency or urgent event); therefore, reservations cannot be guaranteed.
3. If there is a date conflict with other previously requested reservations, F&PS will notify the requestor ASAP. The requestor may be placed on a waiting list or may choose to seek other transportation options.
4. Fleet vehicles are available for pick up Monday – Friday, 8:30am – 4:30pm, unless prior arrangements are made. When picking up keys, the driver will sign out the vehicle on the appropriate form (located at the front counter of the F&PS Maintenance & Operations office - Building 16 on campus).
5. **Current mileage, date and time will be noted with each vehicle use – departments are to provide a valid cost center for billing at the time of pick up. The department cost center will be charged for every mile driven (whether travelling on campus property or not) at a rate comparable to the current IRS Mileage Guidelines.**
6. It is the responsibility of the requestor to obtain a properly licensed driver (with a US driver license) for the vehicle. *Due to insurance restrictions, drivers must be students/staff/faculty of CBU.* Vehicles will not be loaned out to anybody that does not have a US driver license with them at the time of pick-up.
7. Before leaving the F&PS yard, the driver must perform a pre-operation inspection of the vehicle and note any damage on the provided form. Failure to perform the inspection and note damage may result in paying charges for new damage, as well as possible loss of ability to use fleet vehicles in the future.
8. F&PS fleet vehicles are to be driven in a safe and orderly manner. All campus, city and state vehicle code regulations must be adhered to. Accidents that occur, as well as any tickets that are received, will be the financial responsibility of the driver and the requesting department. It is the responsibility of each driver to IMMEDIATELY report any vehicle damage to the F&PS office (951/ 343-4360).

9. Immediately after completion of use, the vehicle must be returned to the F&PS yard, and the keys returned to the F&PS office. If the yard is not open, please park the vehicle in Lot 5 (near Mission Hall – as close to the F&PS yard as possible). If the office is closed, please return the keys to the office as early as possible the following business day.
10. Upon return of the vehicle to F&PS, a post-operation inspection will be completed (either by the driver or by F&PS staff); new damage will be noted on the inspection form.
11. If additional fuel is required while the vehicle is checked out, it is the responsibility of the driver to pay for needed fuel.
12. The vehicle must be returned “clean.” It is the responsibility of the driver to dispose of all trash and clean up any spills that may have occurred during use.

**Any procedure other than this will not be honored.
Questions? Call F&PS @ x4360**