



## UCO Motor Pool Vehicle Check Out Procedure

Vehicle Check-Out Procedure;

*\*Vehicles are checked out on a “first come first served” basis as available. A 48 hour work order notification is required to ensure availability.*

1. Contact Carl Shortt at [cshortt@uco.edu](mailto:cshortt@uco.edu) or 974-2927 for vehicle availability. Or Guy Ellis at [gellis@uco.edu](mailto:gellis@uco.edu) or 974-2925.
2. Once it is determined that the vehicle is available on the dates you would like to request it, contact Tom Brockert at the Physical Plant at least 48 hours in advance of the expected pick-up date. He may be contacted at 974-2247. Your reservation will not be confirmed until you have submitted a work request. Waiting until 48 hours before your pick-up date may result in the loss of your reservation.
3. Once the request is received, you will receive a reservation confirmation by email. Please include the email address you would like the confirmation email sent to. If no specific email is included, the confirmation will be sent to the person submitting the request. Please verify the dates on the reservation.

*\*Vehicles may only be used by UCO faculty/staff that have completed the online defensive driving course training. Verification of successfully completed training may be required.*

4. Picking up a vehicle; vehicles will be ready for pick-up after 3:00pm and before 5:00pm on the first day of your reservation. Vehicles will not be delivered to you. To pick up the vehicle, come to the main entrance of the Physical Plant. See Tom Brockert at the reception desk. He will have paperwork for you to sign and give you the keys. The vehicle will be parked in the row right outside the Physical Plant doors.
5. Returning a vehicle; the vehicle and all keys must be returned to the Physical Plant Office by NOON on the last day of your reservation.
  - *Extensions on the check out or check in time may be granted by the Motor Pool staff as long as there are no scheduling conflicts. To request an extension, contact Carl Shortt at 974-2927.*

- *All extension requests must be made before the noon return deadline.*

*\*\*Persons or Departments checking out a vehicle will be responsible for any damages to that vehicle.\*\**

Please note the following;

Customers who **misuse or damage** vehicles through negligent behavior will be charged for repairs. Users are required to report any damage or loss occurring while the vehicle is in their use or custody. Damage that is not deemed “reasonable wear and tear” by the UCO Motor Pool is subject to all material and labor charges to repair.

- *Users who habitually do not return, or return vehicles late, misuse or damage equipment through negligent or careless behavior may be denied the future use of equipment.*
- *Customers are responsible for the safe and courteous operation of vehicles while in their possession.*
- *Removal all trash and personal items before returning. We will not be responsible for items left in a vehicle.*
- *Refill fuel tank before returning van. Fuel Card provided.*

**Fueling** - there is a State fuel credit card located above the driver’s sun visor. This can be used anywhere Visa is accepted. There is no PIN number or access code. It may also be used for fluids and some emergency repairs while on the road. Contact the Motor Pool for specifics.

**Should you have trouble while on the road** - Located in the glove box is a 24 hour Roadside Assistance card. If you have trouble, contact the Motor Pool at 974-2925. Then call the 1-800 number on the card. They will assist you further.

\*\*\*\*\***WARNING**\*\*\*\*\*

**THE VEHICLE MAY HAVE A HIGH ROOF**

**DO NOT USE PARKING GARAGES OR DRIVE-THRU WINDOWS**

**SEVERE DAMAGE TO VEHICLE ROOF AND/OR BUILDING WILL OCCUR**

**MINIMUM OVERHEAD CLEARANCE IS 8 FOOT 6 INCHES**