

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
			6	5P	Motor Pool
			Revised		

PROCEDURE

Contact Security providing supervisor approval, requested date of use and estimated mileage.

Security staff will check availability and driver prerequisites (as listed in the policy) and advise the requestor.

At the time of use, the requestor visits the Security Office and completes the sign-out sheet in the company of any available security staff.

The requestor/driver returns the vehicle to the Security Office in the same condition, clean and fueled, as when received. A vehicle returned in any other condition will initiate a charge to the requestor's department.

APPROVAL:	
By: <u></u>	Date: <u>8-7-18</u>
Vice President signature	