



## UNIVERSITY VEHICLE RULES

- **MUST BE A UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG EMPLOYEE TO USE UNIVERSITY VEHICLE(S)**
- University Vehicle(s) are for **BUSINESS USE ONLY**
- **No vehicle(s) to be kept overnight locally without authorization from Regional Vice Chancellor for Administrative and Financial Services/designee**
- **VEHICLE(S) MUST BE RETURNED CLEAN AND WITH A FULL TANK OF GASOLINE**
- **VEHICLE(S) MUST BE PARKED IN ASSIGNED PARKING SPACES (BY LICENSE PLATE)**
- No Smoking in Vehicle(s)
- Do not store items in vehicle(s). Remove all items upon returning vehicle(s)

## DIRECTIONS FOR UNIVERSITY VEHICLE PICKUP

- 1) On day of reservation go to Police Department Dispatch (530 3<sup>rd</sup> Street S.) in the Parking Garage.  
*(If the door is locked please use phone located to left of the door)*
  - a) Must have your **APPROVED Vehicle Reservation Request**, **USF ID** and valid **Driver's License** as these items will be verified by Police Communications personnel prior to releasing vehicle.
  - b) The Check-Out Log is to be fully completed prior to release of vehicle.
  - c) The person receiving the vehicle will be given the keys and a binder containing information and a Vehicle Log. This log **MUST** be completed by the Driver and returned with the vehicle to Police Department Dispatch. **Document any mechanical/operational problems in the Vehicle Condition at Check Out/Check In column.**
  - d) **RETURN VEHICLE TO ITS ASSIGNED PARKING SPACE IN THE GARAGE.**
- 2) Fill vehicle tank with fuel by using either of the two (2) methods listed below
  - a) Use your P-card.
  - b) Using any other method of payment, return receipts to your department to be reimbursed.