



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 3015 PROCEDURE FOR CHECKING OUT COLLEGE VEHICLES

Requests for the use of College-owned vehicles should be submitted to the Material Control Department on a Vehicle Request Form with as much lead-time as possible. The Vehicle Request Form should be filled out in its entirety before processing and the name of the vehicle operator (driver) should appear as the requestor. The vehicle operator named on the request will be responsible for complying with College Procedure No. 3016. These requests will be honored in the order in which they were received. Call-in requests must be followed by a written request in order for a reservation to be confirmed. With sufficient lead-time, a confirmation will be sent to the requestor.

When a cancellation must be made, the Material Control Department will be notified immediately so that the assigned vehicle may be made available to someone else. Substitutions or reassignments of vehicles sometimes must be made in order to serve as many persons as possible.

Keys, credit card, and Pike Pass (if required) should be picked up in the Material Control Office at the time indicated on the Vehicle Request Form. If the pickup time for the vehicle is during a time when the Material Control Office is closed, it is the responsibility of the requestor to make arrangements to pick up the vehicle. Vehicle, keys, and credit card should be returned at the time indicated on the Vehicle Request Form.

Effective Date: 12-07-1998