

# NORTHERN KENTUCKY UNIVERSITY

## Vehicle Pick-up/Return Procedures

1. Operators should read and abide by the Northern Kentucky University Vehicle Utilization Policies and Procedures.

2. Vehicle Pick-up:

The metal Trip Ticket book must be picked up in the Operations & Maintenance Office, Maintenance Building, Rm100, prior to picking up the vehicle. Pick-up hours for the book are Monday – Friday, 7:00 am – 2:00 pm. ***Vehicles may be picked up Monday – Friday only between the hours of 7:00 am and 2:00 pm at the Transportation Office on Campbell Drive.***

The Transportation Office is closed Saturday and Sunday. If someone is departing campus either day, the metal Trip Ticket book and vehicle must be picked up the Friday before, no later than 2:00 pm. The vehicle must be parked in either a staff/faculty lot (excluding handicapped and/or reserved spots) or in the staff lot across from the Maintenance Building on Campbell Drive.

3. Vehicle Return:

***8:00 am – 2:00 pm*** – Take vehicle, keys and metal Trip Ticket book to the Transportation Office on Campbell Drive.

***2:00 pm – 8:00 am*** - Park the locked vehicle in the parking lot located across from the Maintenance Building on Campbell Drive. The metal Trip Ticket book and the keys should be locked in the vehicle.

4. Be sure to fill in the beginning and ending mileage, the departure and return times, and any problems with the vehicle on the Trip Ticket form.
5. Gasoline: A US Bank procurement card and usage instructions are included in the metal Trip Ticket book. The receipts for procurement card charges should be left in the metal Trip Ticket book. A personal credit card may be used, but it is then the driver's responsibility to include these charges on his or her travel voucher. If cash is used, obtain a receipt for petty cash reimbursement from Operations & Maintenance. \$25.00 is the maximum cash amount allowed per purchase. Please record the odometer reading and vehicle license number on all gasoline receipts.
6. Vehicles are for official use only. ***Vehicles are not to be taken to private residences or used for personal business.*** Vehicles may be parked at a public place of lodging (hotel, conference center, etc.) when an employee's duties require him or her to be away over night.
7. Departments will be charged the minimum fee if they do not cancel their vehicle reservation at least twenty four hours in advance of their departure.
8. Alcohol, drugs and mind-altering substances are prohibited.