

Vehicle Use Procedure

Steps to Reserving and Using the HFC Vehicles

1. Drivers will receive and return the vehicle with a **full tank of gas**. Vans are to be parked at the back of HFC Staff Lot 1.
2. You will be required to complete a "Vehicle Safety Checklist"; make sure you indicate **starting mileage** and **ending mileage**.
3. All vehicle issues must be reported to Campus Safety by indicating this on the "Vehicle Safety Checklist". Campus Safety will notify Facilities personnel for appropriate follow up.
4. All drivers must obtain a copy of their driving record from the Secretary of State Office and provide it to the Office of Campus Safety (OCS) Bldg. N. prior to reserving a vehicle. Secretary of State Offices can be found at [Michigan Secretary of State Locator](#).
5. Contact your division/department administrator or administrative assistant to request a vehicle through the Facilities Reservation website located in "School Dude", for questions call 845-6320. If a vehicle is available, a confirmation email will be sent to the administrator/assistant. **Please print off the packet that will be attached, you need to bring that with you when you pick up the vehicle.**
6. To pick up Vehicle, go to the Office of Campus Safety located in Bldg. N and complete the following steps:
 - a. Driver must sign in and out on "Campus Safety Key Sign Out" sheet. Please note, vehicle keys will be issued **ONLY** to named driver on approval vehicle reservation.
 - b. **ONLY** the authorized driver is allowed to operate the vehicle.
 - c. A list of all passengers and their emergency contacts are required; information sheet is in the packet you receive in the confirmation email.
7. You will be required to perform a basic vehicle inspection and complete the "Vehicle Safety Checklist" that is attached to the confirmation email. A second inspection must be performed when the vehicle is returned. These two (2) forms need to be turned into Campus Safety.
8. Insurance, Registration and Road Service information is located in the vehicle glove compartment; the College insures vehicles.
9. In the case of an accident, please follow the steps in "Steps to follow after an Auto Accident".