Vehicle Use Check In/Out Form

This form must be filled out prior to departure.

**CHECK OUT:** Clearly mark all damage on drawings below.

**Record the Beginning Mileage**

**CHECK IN:** Upon returning the vehicle to the fleet parking area, fill out the Check In portion on the form. Clearly mark any damage that occurred while you were using the vehicle. Also indicate any mechanical issues if necessary. Check interior of vehicle for personal articles and remove all trash. Close all windows.

Return documents and keys to Support Services *(in person)* in IRC 1001. **DO NOT USE INTERCAMPUS MAIL.**

Key Tag #: ________________________  Requisition #: ________________________

Driver’s Name: ________________________  Department: ________________________

Destination: ________________________  Purpose: ________________________

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**Check Out**

Date: ________________________

Time: ________________________

Odometer Reading: ________________________

Exterior Appearance: ________________________

Interior Appearance: ________________________

Mechanical Issues: ________________________

Comments: ________________________

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**Check In**

Date: ________________________

Time: ________________________

Exterior Appearance: ________________________

Interior Appearance: ________________________

Mechanical Issues: ________________________

Comments: ________________________

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**Fuel Level Gauge:**

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Signature: ________________________
1. Vehicles are available for use by administrators, faculty and staff for college related activities on a temporary or short-term basis, generally less than one (1) week. The vehicle fleet consists of: Cargo Van, Ford Escape Hybrid, 7-passenger mini-van, 14-passenger buses, and 13-passenger buses. Mandatory training is required prior to the use of all multi-passenger buses. A Vehicle Training Checklist must be on file with Support Services before a vehicle will be issued.

2. Submit completed and approved Vehicle Requisition Form to Support Services (IRC 1001) as soon as your travel plans are arranged. Requests can be submitted in-person, via fax (630-942-4359), or email (support@cod.edu). Vehicle keys will not be issued without a properly completed Vehicle Requisition Form, a copy of the driver’s license, and a training checklist if applicable. Please consider submitting your requisition electronically.

3. Support Services will make every effort to accommodate each vehicle request, however, reservations are made on a first-come, first-served basis. Support Services reserves the right to assign specific vehicles in the best interest of fleet maintenance. Vehicles are not intended for permanent or long-term use. Requests that exceed a one-week period may require the utilization of rental vehicles from an outside car rental agency. The cost of all outside rental vehicles and gasoline shall be supported by the requestor's departmental budget.

4. Pick up keys and a Vehicle Use Check In/Out form from Support Services (IRC 1001) during normal business hours (7:00 am to 6:00 pm) Monday through Friday. (Monday through Thursday during Summer Hours) Keys must be picked up before 4:00 pm on the last day of the given week. Keys not picked up in time will be dropped with Campus Safety in SRC 2000 for users to pick up.

5. Pick up assigned vehicle at fleet parking area as directed at check out.

6. Vehicles shall be returned in clean condition, ready for use by another party. Any vehicle returned with garbage inside shall be assessed a cleaning fee of $25.00. Multiple offenses shall result in a suspension of college vehicle privileges.

7. Vehicles may be driven by administrators, faculty and staff for college related activities only. Return vehicles to the campus immediately after use. Vehicles shall not be taken to personal residences under any circumstances unless approved by the appropriate VP.

8. Users shall not remove seats or modify vehicles in any way. If you need assistance, please contact Facilities, ext. 4440. A cargo van is available in the fleet for transporting equipment and other items.

9. Prior to departure, the driver is responsible for checking for any damage and the presence of safety-related items such as fire extinguisher, first aid kit, and roadside emergency kit containing reflective triangles. If you discover a minor problem between 6:30 am to 3:00 pm, please report it to Facilities, ext. 4440.

10. All keys, and completed Vehicle Use Check In/Out form shall be returned to Support Services promptly after their use. Failure to return keys or required forms after use shall result in the suspension of vehicle use privileges until items are returned. A fee of $185.00 shall be assessed on all lost keys to cover the cost of changing locks.

11. Fuel - You are required to bring the vehicle back with the fuel tank full. If not returned with a full tank of gas, an additional fee may be assessed.

12. If you experience a vehicle break-down and need assistance, call the College of DuPage Police Department at 630-942-2000. They are there to assist you 7 days a week, 24-hours a day. If you have an accident, call the local authorities and also contact the COD Police Department. Insurance information can be found in the plastic pouch provided at check out.

13. As a reminder, Illinois law requires that all passengers and drivers wear safety belts. It is the responsibility of the driver to see that all passengers obey this law.

14. Payments for all traffic and parking violations shall be the personal responsibility of the driver.

15. Smoking is prohibited in all college vehicles (Public Act 095-0017).

16. I-Pass transponders shall not be removed from the vehicles for any reason. Use of fleet I-Pass for personal or other College business is strictly prohibited. Persons removing this equipment will be held personally responsible for any misuse or replacement if this equipment is damaged, lost or stolen, when removed from the vehicle.

17. **Usage Rates**: Usage fees shall be charged to the user's departmental budget. The rates include the costs for oil, and maintenance of the vehicles. A list of rates for the current fiscal year are available upon request. If outside rental vehicles are required, cost of rental and gasoline shall be charged to users departmental budget.