

# **Vehicle Access Program (VAP)**

## **FIU Department's Procedures**

### **1<sup>st</sup> Time users**

**\*\*Your department chair will need to provide Vehicle Services with a memo including all the names of employees that are allowed to obtain vehicles from us.**

### **Obtaining a Vehicle**

Call/Go to Vehicle Services Office located in the Motor Pool building.

1. The clerk will open a work order for you/your department.
2. The customer must sign the work order after verifying the following:
  - a. Vehicle is in good condition (no damages)
  - b. Vehicle gas tank indicator shows full
  - c. If obtaining a vehicle for someone, the name must be added in the work order.
3. Gas consumption will be charged separate

Departments may call ahead to reserve vehicles.

### **Returning a Vehicle**

A Vehicle Services employee must with the customer to the vehicle

1. The borrower will come into the office and return the key:
2. Vehicle services employee and customer must verify:
  - a. Mileage of vehicle
  - b. Vehicle key is the correct key
  - c. Conduct Vehicle Inspection
  - d. Fuel the vehicle while in the presence of the borrower
  - e. Add the fuel consumption to the work order under Sublet.
  - f. Obtain signature from borrower

### **Pricing**

1. Half day = 4 hours ----- \$ 25
2. All day = 8 hours ----- \$ 50.
3. Vehicles can only be rented for overnight travel when the traveling is less than 3days/2nights. A TAR copy must be obtained.

\*After 4 hours is going to be charge all day fee

\*After 8 hours is going to be charge a half day fee

\*Gas is going to be charge the current rate

NOTE \* Departments will be responsible for any damages to the vehicles as always.