

Procedure Title:

Vehicle Return

Policy Number:

ESU-FA-2011-024

Effective Date:

Review Date:

Division:

Finance & Administration

Responsible Office:

Facilities Management

**Procedure Summary:**

**Policy Procedure** is the returning of vehicles.

**Process:**

1. The vehicle and keys must be returned to University Police with a full tank of gas and in clean condition. (It is authorized operator’s responsibility to stop at a gas station near the campus upon return and fill up before returning the vehicle).
2. The Daily Running/Mileage Log must be filled out by the driver each day.
3. In the event that the vehicle needs repairs, a Vehicle Repair Request form is needed which should be completed and handed to University Police.
4. All pool vehicles must be returned to the Center for Innovation & Entrepreneurship Building located at 314 Independence Road and the keys and vehicle packets brought to the Campus Police.

**Forms:**

N/A

**Related Procedures:**

[Vehicle Reservation](#)

[Vehicle Pick-up by Authorized Operator \(Driver\)](#)

[Guidelines for Motor Vehicle Operators](#)

[Report of Accident](#)

**Other Related Information:**

N/A

**Contacts:**

N/A