

## **Integrative Biology Vehicle Procedures and Policies**

### **Vehicle Reservations**

Any employee or volunteer wishing to drive a USF vehicle must first complete the Driver Registration on the IB website ([www.tinyurl.com/formsIB](http://www.tinyurl.com/formsIB)) and a copy of your drivers license and insurance card. This must be approved prior to use of the vehicle fleet.

All vehicles must be reserved prior to use. Our vehicle reservation calendar is posted as an editable spreadsheet on Microsoft OneDrive. This link is accessible from the IB Website ([www.tinyurl.com/formsIB](http://www.tinyurl.com/formsIB)).

Please fill in all requested information on the form, including name and contact #. The name should enable IB staff to get in touch with the person who checked out the van. Do not use a faculty member if the faculty member is not responsible for the vehicle binder and keys.

cost of the gas on the log in the binder, so IB Staff can make sure gas costs are being charged to the correct chartfields.

9. If tire pressure is low, please put air in the tire(s) at the Physical Plant.

### **Suspension Policy**

Please help us maintain the vehicle pool, and its usefulness to all, by carefully following these rules. Because of issues with vehicle use that have become all too commonplace, the following policy is in effect:

*If*