

**“Engineering Vehicle Utilization Policy” Effective: August 1, 2021**

**Any University Employee or Student borrowing the Faculty of Engineering Vehicle must sign-off and adhere to the following:**

1. All drivers must have an approved “Western Driver” form on file in Engineering Financial Services (submit form for approval to Engineering Finance (TEB 40), 3 days before first use; approved forms are forwarded to HR-Corporate Insurance).
2. Students: must complete an “**Acknowledgement and Assumption of Risk**” form for field trips or competitions.
3. **The vehicle will be used in accordance with UWO Asset and Offsite Policies for University designated business only.**
4. Vehicles must be booked online via our App @ <https://www.eng.uwo.ca/departments-units/finance-stores/faculty-vehicles.html> before receiving the keys and if using on non-consecutive days, the keys should be returned and the vehicle re-signed out.
5. **DAILY RENTAL FEES:** (all uses) to fund maintenance & insurance.
  - **\$40 for F150; \$50 for F250**
6. **Fuel: Vehicles must be returned full** (unfilled tank refuelling will be charged to previous user).
7. **Parking: Be aware of low height restrictions – must show 7 feet to ensure proper clearance of vehicle.**
8. Report any vehicle operations or maintenance concerns to Finance & Stores – vehicle will be checked before & after each use.
9. Immediately report any vehicle accidents or other incidents where the vehicle is damaged to the UWO Insurance Office and EFS (forms are kept in binder in each vehicle).
10. Return keys to Finance & Stores (TEB 40) @ counter or drop-box.
11. **Please clean vehicle before returning!** If vehicle is found unsuitable for next user, cleaning charges will be applied to last borrower.

Notes:

- Engineering Finance & Stores (TEB 40) will be responsible for the vehicle maintenance and licensing and will maintain a record of all authorized drivers, as well as a log of utilization.
- The vehicle is covered under the University’s Fleet Policy and paid for by the Faculty of Engineering.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I have read and understand my obligations under the above policy.**