



University Advancement Vehicle Reservation Policy

University Advancement currently owns two vehicles for business use by staff:

1. Ford Taurus, License Plate # 382158
2. Toyota Prius, License Plate #1350626

Priority use will be given to development officers meeting with donors and prospects. However, all University Advancement staff are eligible to reserve these vehicles for business use.

As much as possible, reservations for vehicle use should be made well in advance of the travel date to ensure efficient scheduling. The following information is required for reservations and should be submitted to the VP Office staff:

- Name of Driver
- Driver SFSU ID
- Driver Department (Communications, Events, Development, etc.)
- Purpose of trip (Required)
- Departure and return dates and times
- Destination (Maximum: 200-mile radius)
- Vehicle desired (Prius or Taurus)

Fleet User Responsibilities:

- Pick up and return vehicles at reservation times
- Ensure defense driving paperwork is on file and up to date. Click link for information on the Driver Safety Program: <https://erm.sfsu.edu/content/driver-safety-program-0>
- Return building card along with car keys to VP Office
- Return gas card with receipt to VP Office
- Report any problems with the vehicle to the VP Office as soon as possible
- Report all accidents immediately to the VP Office so we may notify Risk Management. Include police report, if necessary.
- Return vehicle with interior in clean condition¹
- If office is closed, return building card and keys the next business day

¹ Depending on the condition of the vehicle, the borrower may have to have the car cleaned and get reimbursed.