

<b>SUBJECT:</b> Shared Fleet Key Access	<b>Effective Date:</b> 5/15/18	<b>Procedure Number:</b> FS 2018 FS0029	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Associate Vice President, Administration and Finance (Facilities & Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all employees authorized to drive Facilities & Safety (F&S) fleet vehicles.

**PROCEDURE STATEMENT:**

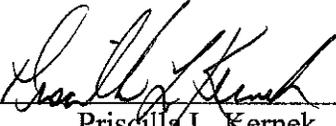
F&S employees who use fleet vehicles shall follow this procedure to ensure correct billing. Fleet vehicles shall be used only for university business.

**PROCEDURES:**

1. To open the Traka box, the driver shall swipe his or her UCF ID through the card access port on the right side of the Traka box door, or enter his or her PIN to access the box.
2. Drivers shall have access to the first three rows of key fobs, which are numbered. Each vehicle is parked in a corresponding numbered parking space in the F&S parking lot. Any available vehicle will have a green light above the key fob, while unavailable vehicles with keys still in the Traka will have a red light.
3. The driver shall select a vehicle and press the black button immediately above the corresponding key fob to retrieve the keys.
4. The driver shall close the door tightly and make sure it is latched.
5. Upon returning to the F&S parking lot, the driver shall return the vehicle to its assigned parking space and note the odometer mileage.
6. The driver shall swipe his or her UCF ID to open the Traka box door, and return the key fob to the correct slot.
7. Upon inserting the key fob, the Traka box screen above the keypad will instruct the driver to enter the odometer mileage. The previous mileage will appear on the screen. The star key (\*) acts as a “delete” button and removes digits from the end of the existing mileage. For example: The existing mileage before the driver’s trip is 029711, and will appear on the screen. The driver must now enter the new mileage of 029734. He or she shall press \* twice to delete the last two numbers, changing the screen to 0297\_ \_, and then press 3 and 4 to enter the new odometer mileage. When the mileage is correct, the driver shall press the pound key twice to confirm.
8. Drivers must enter the correct mileage from the vehicle’s odometer upon returning the keys. Purposefully entering incorrect mileage, such as adding one extra mile to the existing

mileage or “confirming” a now-incorrect previous mileage, is not allowed and will result in disciplinary action if discovered.

9. If no mileage is entered upon returning a key fob, the system will automatically send an email with the subject, “Mileage Not Entered In The Traka Key Box From Your Last Trip,” to the driver and copy his or her supervisor or administrator. The body of the email states: “(Driver) just returned the following key: (car’s make and model) to (Traka box position #), (vehicle #), and did not enter the mileage for that trip. If you have not already done so, please take the opportunity to go put in the correct mileage. Thanks!”
10. The driver shall contact WCC if he or she has any questions about the mileage, is unable to enter mileage upon returning, or feels there may be an error in that vehicle’s mileage history.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	