

SUBJECT: Facilities & Safety Car Pool Procedure	Effective Date: 4/24/12	Procedure Number: FS 2012 FS0004	
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	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to all Facilities & Safety employees who have a valid Florida driver's license and who need to use a vehicle to conduct UCF business.

PROCEDURE STATEMENT:

Facilities & Safety employees who do not have assigned vehicles may use one of the car pool vehicles available to conduct University business.

DEFINITIONS:

Traka Key Box: secure key access control box

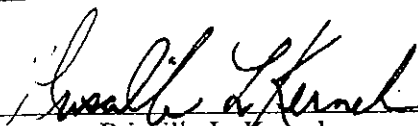
Car Pool: vehicles that are shared by more than one user

PROCEDURES:

- Vehicles are available from 6:00am to 3:15pm. Vehicles are used by second shift FO Housekeeping staff after 3:15pm.
- Car pool vehicle keys are located in the Traka key box (key fobs #1 – 9) in the hallway by the Kronos time clock leading out to the F&S compound parking lot. If there is a key in the Traka box, there is an associated vehicle in the lot for employees' use.
- To access a key, an employee may use his or her UCF ID card by swiping the card with the magnetic strip facing the employee to open the Traka box door, or the employee can enter his or her pin number, the last four numbers on his or her University ID. An available vehicle is designated by the green light immediately above the key fob slot. The employee will push the button for the key fob he or she wants to remove. Once the employee has removed the keys to the car, he or she will close the door to the key box.
- When the employee is finished using the vehicle and it is parked in the Facilities & Safety parking lot, the employee will open the Traka key box and place the key fob back

in the key fob slot. (Each key fob is marked with the correct slot location number.)
Employees will treat University vehicles properly and leave them as they find them.

- Should a vehicle be damaged during use, a report will be made by the employee to his or her supervisor prior to shift end.
- Vehicle #220 is a passenger van and may only be used by a driver who has prior van-driving experience.

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	4/24/12