



## Guidelines for Use of the CHHS Vehicle

1. Only WKU-approved drivers may use the vehicle. For more information, contact the Division of Strategy, Operations, and Finance – Insurance (Property & Vehicle) office.
2. When using the vehicle:
  - a. Record beginning and ending mileage in the storage clipboard before and after each round trip.
  - b. Check the mileage and the next recommended oil change mileage on the windshield. If the oil needs to be changed, let the budget coordinator know.
  - c. Check the gas gauge. If the tank is half full or less, fill it up and save the receipt, then let the budget coordinator know for reimbursement.
  - d. Monitor other vehicle needs, including the condition of windshield wipers, washer fluid, tire pressure, check engine light, interior/exterior appearance, etc. If you notice anything that may need attention, let the budget coordinator know. If you notice something that needs immediate attention, address it, save any receipts, then let the budget coordinator know for reimbursement.
3. Fill out the sign-out sheet in the Dean's office prior to using the vehicle.
4. Reserving the vehicle for more than **three (3)** consecutive days will require advanced notice of no less than **one (1)** week, as well as a written explanation submitted to the administrative assistant and to be reviewed by the Dean, who may approve or deny the request.
5. Do not leave any trash or personal belongings in the vehicle.
6. Do not use the vehicle for anything other than CHHS-related needs.

***Failure to follow these guidelines may result in the loss of driving privileges (at the discretion of the Dean).***