Hamilton College
Checking Out and Checking In a Vehicle

1. Picking Up A Confirmed Reservation Vehicle
   - Vehicle is to be picked up at Physical Plant.
   - If pick up is before 7:30am or after 3:30pm weekdays, or anytime during weekends, then contact Campus Safety. An officer will escort you to (or meet you at) the Physical Plant Auto Shop and distribute the trip ticket and vehicle keys.
   - Vans will be released to only the authorized driver listed on the trip ticket. Please be sure to have your driver’s license with you.

2. Inspecting the Vehicle Prior to Departure and Upon Return
   - The authorized driver is responsible for inspecting the vehicle and recording the odometer reading prior to departure and upon return to Physical Plant.
   - Any missing items or new damage upon return will be the requesting group’s responsibility. The cost of the replacement and/or repair will be billed to the requesting group’s account.
   - The following items should be checked:
     - Lights (headlight, turn signals and brake lights) functioning properly
     - Oil level okay, visual check of tires
     - Visually check for any fluid leaks (check ground beneath vehicle)
     - Safety equipment available (tire jack, spare tire, and fire extinguisher)
     - Damage or malfunction observed – note on check-out sheet
     - Glove compartment – make sure the vehicle has a current registration card, insurance card and an accident report form
     - Inspection sticker on the vehicle is valid
     - Odometer reading is noted on the trip ticket before leaving and upon returning.

3. Returning the Vehicle
   - Vehicle is to be returned to Physical Plant immediately upon return to the college, after discharging passengers. You may wish to contact Campus Safety so that an officer can accompany you to Physical Plant and/or provide you a ride after returning the vehicle.
   - All debris is to be removed from the vehicle and deposited in trash receptacles before returning it. Because of scheduling requirements, vehicles may not be retained at home overnight unless arrangements have been made in advance.
   - Record the mileage on the trip ticket. Also record any malfunctions, repairs, missing equipment, or additional information that needs to be reported to Physical Plant.
   - Secure the windows and lock the vehicle. Return the keys and the completed trip ticket to the Physical Plant drop box, located inside of the Auto Shop door.