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Risk & Resource Management

1833 West Southern Avenue, Mesa, AZ 85202 • NU 113 • 480-461-7817 • rrm@mesacc.edu

**Fleet Procedure Statement**

**IMPORTANT**: Listed below are conditions under which you are using the MCCCD vehicle(s). Your acceptance of this vehicle is construed as an agreement and understanding of these conditions.

**VEHICLE PICKUP**

* It is the lendee’s responsibility to pick up the vehicle(s) in the Fleet Maintenance Yard

**PRIOR TO LEAVING MAINTENANCE YARD**

* FUEL
* Write the fuel level on the event confirmation.
* ODOMETER
* Write the beginning odometer reading on the event confirmation.
* VEHICLE CHECK
* If the vehicle has any maintenance concerns or damage please report to Fleet Management, [RRM@mesacc.edu](mailto:rrm@mesacc.edu) , 480-761-7817.

**UPON RETURN**: the lendee returns the vehicle(s) to the Fleet Maintenance Yard (key to maintenance yard is attached to the key ring for S/D vehicles) and turns the keys into College Police.

* **FUEL**
* Vehicle must be returned with ½ tank or more.
* Use the Voyager card for fuel and place all fuel receipts in the key pouch.
* ODOMETER
* Write the ending odometer reading on the event confirmation.
* VEHICLE CHECK
* Ensure all windows are rolled up and all doors are locked.
* Turn off Radio, lights, dome light, and air conditioner/heater.
* Do not leave keys in your office or take them home with you.

The vehicle(s) must be returned in the same condition as it was checked out. It is suggested to take before and after pictures in case of damage. If there is damage to the vehicle the lendee and College Police will be notified. Contact Fleet Management for any questions/concerns, [RRM@mesacc.edu](mailto:RRM@mesacc.edu), 480-761-7817.

**Voyager Card for Fuel & Emergencies**: At the pump, you will be prompted to enter the odometer reading as well as a user/pin number. The user/pin number can be found on the lower left corner of the card next to MCCCD. If the user/pin is not accepted, call the Fleet Assistance number on back of card and ask that the user/pin number be unlocked. The card is authorized to be used for emergency towing. Call the Fleet Assistance number on the back of the card and describe the situation. You will be given a requisition #. Next, call NAC Fleet Rescue (see enclosed pamphlet) with the requisition# provided. NAC will then dispatch service to the vehicle. You are not required to make payment. Present the card to the tow driver. Tow to All Town Auto, 2542 W. Broadway Road, Mesa, AZ 85202. 480-967-6606. If closed, drop the vehicle key in key drop. Obtain a receipt from the tow driver.

**Accidents**: Any accident involving a fleet vehicle, regardless of the extent of the damage, must be investigated by a State and/or local City police officer - at the scene of the accident. In the event of an accident, you must complete an accident report with the MCC College Police immediately upon your return.

**Drivers**: Only employees who are in possession of a valid AZ Drivers License and have completed and passed the MCCCD Defensive Driving requirements are authorized to drive a college vehicle. All traffic/parking citations are the· sole responsibility of the driver.

**Passengers**: Passengers are limited to MCCCD employees, students and persons directly involved with the purposes for which the vehicle was requested. Family members, friends, relatives, etc. (not affiliated with MCCCD) are prohibited from driving/riding in a college vehicle.

MCC Fleet Vehicle use is restricted to college business only.