Instructions on how to reserve the TATC Vehicle

1. First read the TATC Vehicle Operation Standard Policies found on the TATC website.
2. If you have not done so Go to http://www.risk.utah.gov/driver-video-and-test1.html, watch the Video, and then take and pass the test.
   a. When Registering for the test
      i. Your Agency type is: Higher education
      ii. Your Agency is: Tooele Applied Technology College
      iii. Your Agency's Fleet Contact Email is: cnewmeyer@tatc.edu
      iv. Use your last name for the Employee ID
3. Check the TATC Vehicle Calendar for availability. The Calendar is linked to your tatc.edu calendar. If you are not added to this Calendar please contact Clint Bryant cbryant@tatc.edu to be added.
4. Schedule your event on the Calendar for the date and time you will be using the vehicle (Everyone can add events to the calendar) The vehicle is first come first serve so please schedule as far in advance as possible
5. Fill out the Vehicle Check out Form at https://docs.google.com/a/tatc.edu/forms/d/14qcI0GwQd35-1PVNvdmgpn22-t2tdnsRDCOJgzmGNH8/viewform
6. Pick up the keys from Student Services before using the vehicle (Note that the keys will need to be picked up during regular business hours)
7. Fill out the vehicle log book (found in the vehicle) at the start and end of your trip
8. Return keys to Student Services upon return

Fueling the vehicle is the responsibility of the Facilities Manager. Please note that if you need gas along your trip, the user will need to pay for it and then submit a reimbursement. If this presents any problems, please talk to Rob in advance of your trip.