I. **Purpose:** Outline the procedure for reserving and using a CMED vehicle. The policy regarding CMED vehicles is outlined here.

II. **Procedure:**

A. Ensure you are an approved CMED driver by providing to CMED finance the following information at least 7 days in advance of your CMED related travel:
   1. Full Name
   2. MI License Number (individuals with an out of state license must fill out a Driving Record Affidavit form found here)
   3. Date of Birth

   *Approval is reviewed annually by Risk Management according to their policy found here. Drivers are to inform the department if they receive citations that may prohibit them from driving a CMED vehicle after approval has been granted.*

B. Reserve a vehicle by viewing the CMED vehicle calendar(s) for availability.
   1. Mt. Pleasant Campus view calendars (Attachment A)
      a. CMEDCARA
      b. CMEDCARB
      c. CMEDCARC
   2. Saginaw Campus view calendar
      a. CMEDCARD

C. Request a reservation through your Outlook calendar using the following as guidelines: (Attachment B)
   1. Invite an available CMED vehicle to the meeting
   2. Subject: Driver’s full name
   3. Location: City and State (if outside of Michigan) of the final destination
4. Start & Stop Time: Reserve only those hours necessary for your trip. This will allow other faculty and staff vehicle usage prior to or following your reservation.

5. Body: Other information e.g. additional CMED faculty or staff who will be passengers or drivers, name and length of event (conference).

6. Send the reservation invite.

D. Receive an email confirmation of reservation approval. If acknowledgement of request is not received within 24 hours, contact CMED Finance @ 989-774-7547 for verification.

E. Update reservation adjustments immediately.
   1. Cancel a reservation immediately upon change of plans either by cancelling your Outlook calendar reservation or contacting CMED Finance.
   2. If your travel time will exceed your reservation period, contact CMED Finance @ 989-774-7547 so necessary adjustments and notifications may be made to the following reservation.

F. Go to the front desk at CMED South or CMED Saginaw campus to pick up your vehicle keys and gas card on the date and time of your reservation. Normal car/key pick-up is between 8am-5pm, Monday through Friday.
   1. If pick up is needed outside of this time frame, contact CMED Finance @ 989-774-7547 to make special arrangements for Mt. Pleasant vehicles.
   2. If you unexpectedly arrive late or made special arrangements for pick up, a key packet with driver’s name on it will be available in locker #9 located just inside the back door entrance of CMED South. Fob access will be granted to allow for entry into the building.
   3. Saginaw campus vehicles are coordinated through the Administrative Coordinator/Distributed Campus.

G. Record starting mileage of the vehicle’s odometer in the supplied mileage log along with your name and purpose/destination of trip.

H. Return the vehicle to starting location in like condition as it was issued and with a full tank of gas.

I. Record ending mileage of the vehicle’s odometer in the supplied mileage log and initial.

J. Return the key, mileage log book, gas card, and gas card receipts to the front desk at CMED South upon your return. If returning the vehicle after hours, items are to be placed inside locker #9 located just inside the back door.
entrance of CMED South. Fob access will be granted to allow for entry into the building. Saginaw campus return location TBD and is currently coordinated through Juliet Nicholls.

K. In the event of an accident, follow instructions located in the vehicle glove compartment.

*CMED and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.*