

DMACC Vehicle Usage –Ankeny Campus

Your driver's license will be reviewed yearly for insurance purposes. If you are a first-time driver at DMACC, you will need to send Physical Plant a copy of your license, OR e-mail pplant@dmacc.edu your name as it appears on your license, your driver's license number and the expiration date. They will also need your DMACC ID number and the department that you work in. Physical Plant will assign you a PIN number to purchase fuel.

Vehicle Reservation & Use Process

1. E-mail pplant@dmacc.edu to **reserve a vehicle**.
 - Vehicles are reserved on a first come, first served basis.
 - Provide the pick-up date and time AND drop off date and time for the vehicle.
 - Usage charges are based on your total miles driven, with a \$30 minimum.
 - If a vehicle is reserved, not used and not cancelled, then the minimum charge still applies.
 - First time drivers need to allow 3 days to be cleared to drive a DMACC vehicle.
 - If a student is needed to drive a DMACC vehicle, the instructor must submit a [STUDENT DRIVER AUTHORIZATION](#) with their Dean's approval 3 days prior to the trip. The form can be found on the DMACC website under *Forms*. Students are not allowed to make vehicle reservations. Reservations must be made by the department administrative assistant or supervisor.
2. Normal hours for **vehicle pick-up** are 7:00 am – 4:00 pm, Monday thru Friday, at the Physical Plant office located in building 12 on the Ankeny campus.
 - Call Security @ 964-6500 for assistance to pick up a vehicle outside of normal business hours.
 - You will need your INDEX when you pick up the vehicle.
3. To **check out** a vehicle, fill out the top portion of the Vehicle Usage Report that you are given when you pick up your vehicle.
 - Include the Banner Index on the form.
 - Tear off the yellow copy and leave it at checkout location.
 - The white copy will stay with driver and is turned in when vehicle is returned.
 - Fill out the beginning mileage before starting your trip.
4. **Purchasing fuel** during or at the end of a trip.
 - There is a credit card in the glove box to purchase fuel.
 - You will be asked to enter your odometer reading and PIN number which is assigned by Physical Plant.
 - DMACC does not need a copy of the gas receipt.
5. **Returning a vehicle** after the trip.
 - Return the vehicle at the scheduled time as it may be reserved by another person.
 - Return the vehicles with a full tank of gas.
 - Record the ending mileage on the Vehicle Usage Report.
 - Note any problems with the vehicle on the Vehicle Usage Report.
 - Remove all trash.
 - Ensure windows are up and doors are locked.
 - Turn the Vehicle Usage Report and keys into the Physical Plant office.
 - If you return after 4:00, leave the keys and the completed Vehicle Usage Report in the drop box located just to the right of the Physical Plant walk-in door.

DMACC has a right to revoke vehicle privileges.