

## ***APPENDIX C***

### **UNF VEHICLE CONTROL RECORD INSTRUCTIONS**

The Vehicle Control Record must be completed and maintained for all licensed vehicles used for official University business.

This document must be completed monthly for each vehicle.

When vehicles are used only on campus, the “Destination” should read, “UNF Campus”. Multiple entries are not required when a vehicle is assigned to employees who make multiple trips on campus. In such cases only one entry is necessary which must indicate the beginning and ending mileage for the shift. Additional entries must be included on the form when trips are made off-campus.

The “Remarks” section of the record must include the driver’s name and any other information required by the department to adequately manage its assigned vehicles. For instance, if multiple users are assigned to a vehicle used only on campus during a shift, each driver’s name must appear in the “Remarks” section. Additionally, if a vehicle is used for off-campus business, departure and arrival times as well as reasons for delay and any other applicable comments may be included in this section.