TREC vehicles are for official business only. For anyone who is not on the payroll (Emeritus Faculty, visiting scholars, interns, and volunteers), a volunteer form must be submitted to Maria Bernal indicating the business reason for driving a state vehicle and the dates the vehicle will be driven prior to checking out the vehicle.

1. Anyone who is not on payroll is not covered State insurance and is strictly prohibited from operating a state vehicle.
2. Students, Postdocs and Visiting Scholars require the approval of their faculty before reserving a vehicle. Approvals should be sent to the Admin Services mailbox trec-admin@ifas.ufl.edu.
3. Do not park vehicle at an airport if you are away for more than 3 days.
4. You must have a valid driver’s license. A copy of your current driver’s license will be maintained by Human Resources. Please ensure that the Office Manager has a copy of your driver’s license.
5. Seat belt use is **REQUIRED** when traveling in-state vehicles.
6. Smoking/tobacco use is **NOT ALLOWED** in state vehicles.
7. **Cars should be sanitized before and after use. Supplies are provided in the vehicle for sanitizing.**
8. Inspect the vehicle **BEFORE** and **AFTER** use for cleanliness and a full gas tank. If the vehicle does not have a full gas tank and/or is not clean, notify administrative personnel **before** starting your trip. Car vacuums are in each vehicle for quick clean-ups after each use.
9. Verify the starting mileage before starting your trip. Record trip in detail on Vehicle Use Record; including Date, Destination/Trip, Mileage Out, Mileage In, Driver Name, Gasoline Vendor, Gallons, Amount ($), and Drivers’ signature.
10. Administration pool vehicles **CANNOT BE USED FOR FIELD USE**. These vehicles must be driven on asphalt or concrete pavement **ONLY**.
11. Refuel vehicle after you have completed your trip. After long-distance trips, please run the vehicle thru a drive-thru car wash. Drive-thru car washes will accept PCards. Please be sure to remove all your belongings from the car when your trip is completed.
12. Check out vehicle only for length of time needed and return keys immediately after use.
13. If you check out a vehicle and decide you are not going to use it, please ask the front desk to remove your name from the Vehicle Reservation Log so that it can be made available to others.
14. Return vehicle to the parking lot of building 8252 (admin office). If you return after 5:00 p.m., please deposit the key in the mail slot of Maria Bernal’s office door.
15. **Report all accidents immediately to Maria Bernal (786-217-9227), even if the accident occurs on-center and there are no injuries.**
16. Report pool vehicle mechanical problems to administrative personnel immediately via email @ TREC-admin@ifas.ufl.edu or via phone at (305-246-7000).