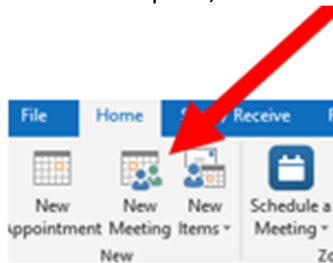


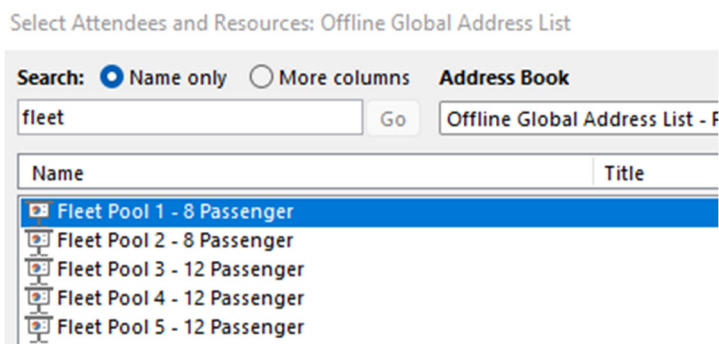
TCU FACILITIES

Fleet Pool Vehicle Reservation Instructions

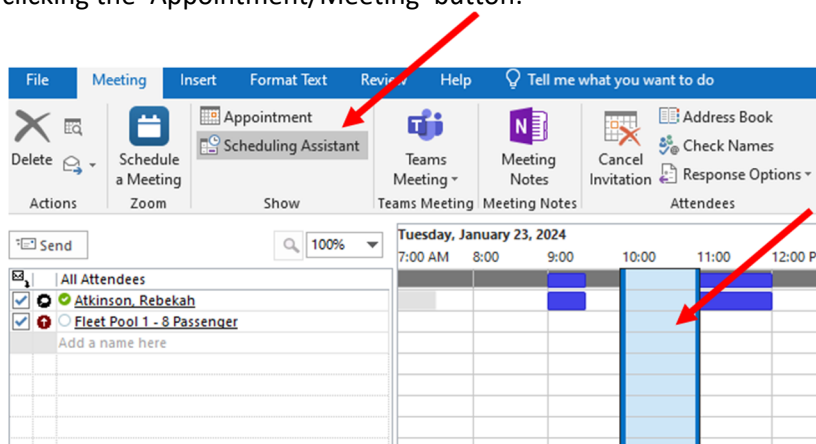
- 1) To make a request, create a 'New Meeting' in Outlook.




- 2) In the 'To/Required' line, add one of the following vehicles by clicking on 'Address Book' then click OK after selecting your vehicle:



- 3) Click on the Scheduling Assistant button to see availability. Return to the previous screen by clicking the 'Appointment/Meeting' button:



- 4) Select your Start date/time and End date/time for your reservation. **IMPORTANT:** Your Start Time should be the time you expect to pick up the keys and the End Time is when your keys are due back. Vehicles picked up early or returned late may result in the loss of reservation privileges.
- 5) In the subject/title line, include the **Requester's Last Name and Department**. No Location is required.

 You haven't sent this meeting invitation yet.
This appointment is next to another one on your calendar.

From	R.J.ATKINSON@tcu.edu		
To...	Fleet Pool 1 - 8 Passenger		
Subject	Atkinson - Facilities		
Location			
Start time	Tue 1/23/2024	10:00 AM	<input type="checkbox"/> All day event
End time	Tue 1/23/2024	11:00 AM	

- 6) In the body of the e-mail add the following:
 - **Destination/Purpose:** Specify the destination and purpose of your trip.
 - **Driver Information:** Identify the individual(s) who will be driving the vehicle.
 - **Number of Passengers:** How many people will be in the vehicle.
 - **Budget Code:** Provide the budget code to cover any potential cleaning fees, damages, or toll charges associated with the reservation.

From	R.J.ATKINSON@tcu.edu		
To...	Fleet Pool 1 - 8 Passenger		
Subject	Atkinson - Facilities		
Location			
Start time	Tue 1/23/2024	10:00 AM	<input type="checkbox"/> All day event
End time	Tue 1/23/2024	11:00 AM	

- **Destination/Purpose:** Texas Tech to attend the Big 12 Conference
- **Driver Information:** Rebekah Atkinson – Approved Motor Vehicle Record Check on file with TCU Risk Management
- **Number of Passengers:** 6
- **Budget Code:** 6410-11000-23301

- 7) Click send! You will be contacted if additional details are needed. Please be aware that your reservation is not confirmed until it has been officially accepted by the Fleet Team. Our team will review your request promptly, and upon approval, you will receive a confirmation notification. Until then, consider your reservation as pending.
- 8) Pick-Up/Drop-Off Locations:
TCU Facilities
3589 Bellaire Dr. N
Fort Worth, TX 76109

Vehicle Keys: Vehicle keys must be picked up and dropped off at the Customer Service Center (CSC) at TCU Facilities. Users must present their ID and the key or vehicle number indicated on the reservation confirmation. Keys will not be issued without these items.

The CSC is open 24/7. For after-hours access, use the door identified with the blue arrow below. Use the 'Emergency' phone situated to the left of the door - a direct line to the CSC. CSC staff will promptly unlock the door, granting you access to pick-up or drop-off keys.



Vehicle Pick-Up Location: First Floor, North-West Corner of Worth Hills Garage



Vehicle Drop-Off Location: Visitor Parking, Facilities



9) **Important Items to Remember:**

A. Fueling and Cleanliness

Please ensure that vehicles are returned with a full tank of gas and are clean both internally and externally. Vehicles returned in a dirty condition or with less than a full gas tank will incur cleaning and/or fueling fees. Users failing to adhere to these guidelines will forfeit their privileges to access the fleet pool.

B. Accidents

In the event of an accident, Users are required to follow the instructions outlined in the TCU Fleet Management Guide available at: <https://tcusafety.tcu.edu/safety-guides/>.

C. Vehicle Breakdowns

In the event of a vehicle breakdown, prioritize the safety of both driver and passengers. Once safety measures are ensured, Users are advised to have the vehicle towed to the nearest service station. If Users cannot wait for the repair, they should obtain a rental car. Notify the Fleet team at Fleet@tcu.edu about the status. The Fleet team will arrange for the return of the vehicle to TCU after repairs are completed.