

**MOTOR VEHICLE RECORD**

You must be an approved driver, one who has had their MVR reviewed and approved, to reserve a vehicle. The following link ([floridatech.edu/compliance-and-risk-management/university-driving-guidelines](http://floridatech.edu/compliance-and-risk-management/university-driving-guidelines)) details the process and provides the necessary documents to have your MVR checked.

**RESERVATION PROCEDURE**

If you have an approved MVR, reserve the van at least 48 hours and no more than 30 days from when the reservation is needed. Please submit a Vehicle Request form. For each van requested, there must be a separate Vehicle Request form sent in indicating a driver for each van. Scan the completed document and email to the transportation supervisor, Lee Martucci, at [LMartucci@fit.edu](mailto:LMartucci@fit.edu). If you need a vehicle that is tow capable, please mark the appropriate box on the form. There are only two vans that can be used for towing Florida Tech-insured equipment. If towing equipment is needed (hitch, wiring), contact [LMartucci@fit.edu](mailto:LMartucci@fit.edu) several days before the reservation date with the equipment that will be needed.

**RESERVATION NOTIFICATION**

You will receive an email notification concerning the availability of a van by the transportation supervisor or her designee with a final approval/declination of the reservation. If the reservation is being put on hold because it was submitted more than 30 days from the requested date(s) of use, you will be notified. Those reservations that are put on hold, beyond the 30 days of use, will be considered in the order in which they came in. Please read the section under Reservations in the 12 Passenger Van Policy for how determination is made with regards to any exceptions.

**VAN PICK UP**

For reservations between the hours of 8:15 a.m. and 4:45 p.m. Monday through Friday when the university is open, bring your reservation confirmation paper, your driver's license and your Florida Tech ID card to the receptionist at Facilities Operations in Building 540 MIL. If your reservation is during a period when the university is closed, you will need to obtain the keys and paperwork prior to the closing date and times of operation listed above. You will be notified prior to the date and time of reservation when you can obtain the keys and paperwork when the reservation falls on a holiday or on a weekend. You will be given paperwork to take with you that you are responsible to fill out before and after the vehicle is used, along with the keys.

**VAN RETURN—WEEKDAYS**

The vehicles are to be returned clean and fueled prior to the keys and paperwork being turned in. Between the hours of 8:15 a.m. and 4:30 p.m. weekdays, the fuel pumps are open to fuel the vehicle. The van keys and paperwork are to be returned to the front desk receptionist at Facilities Operations in Building 540MIL.

**VAN RETURN—AFTER HOURS, WEEKENDS, HOLIDAYS**

If returning a van on a weekend, when the university is closed for a holiday or between the hours of 4:30 p.m. through 8:15 a.m. the next day, Security will need to be called at 321-674-8111 to open the pumps. After refueling and parking, bring the keys and paperwork to the key drop box located to the right of the main entrance of Facilities Operations in Building 540MIL.