

## LAKE ERIE CENTER USE POLICIES

### LEC Vehicles

#### Vehicles descriptions:

1) The Green pickup truck may be reserved for use by LEC researchers, their technicians, and their graduate students provided they are performing approved LEC related business. This is the vehicle to reserve when the activity is relatively nearby (it gets very poor gas mileage) and there is a need to transport or retrieve large objects, materials, or sampling gear. The Green truck is equipped with 4-wheel drive and handles better in poor weather or road conditions. It is also equipped with two 12-gallon fuel tanks with a tank switch located on the dashboard.

2) The Blue Dodge Van can accommodate up to 7 passengers or some of its seats can be removed to accommodate gear and fewer passengers. This vehicle may also be reserved for approved LEC related business by LEC researchers, their technicians, and their graduate students. This is the vehicle to reserve for longer trips. Ideally, the van is not for fieldwork it is more suited to taking groups to regional conferences or picking up visitors at the airport, etc.

3) The Blue Honda CRV may be reserved for use by LEC researchers, their technicians, and their graduate students provided (1) they are performing approved LEC related business and (2) that the vehicle is not needed by the LEC staff.

4) The White pickup truck is exclusively reserved for Lake Erie Center facility business and is not available or able to be reserved for other activities except in special circumstances and then the Green Pickup's rates and policies would apply.

#### The policies of use are as follows:

Reservation- To reserve a Lake Erie Center truck, see Chris Bloomfield. To reserve the van or CRV, see Pat Uzman. Please make reservations as much in advance as possible as a policy of 1<sup>st</sup> come 1<sup>st</sup> served will apply.

Costs- The vehicles will be available for the same mileage rate as the University's (currently \$0.50 per mile) with a daily minimum of \$25.00. The payment source must be identified on the reservation form in advance. Waiving of fees (if applicable) must also be determined prior to vehicle use.

Miscellaneous- Every effort will be made to provide a clean vehicle and full fuel tank at the beginning of each reservation. The user will return the vehicle as he or she received it. The user is responsible for all expenses accrued during the period of use including gas, parking tickets, tolls, etc. The user will fill out the vehicle log (kept in the vehicle) by the end of the period of use and will communicate any vehicular problems or concerns to the facility manager as soon as possible.