

### Policy Approval Form

Executive Summary:

This policy has been in effect since 1994. Last spring Facilities Services began the process to update in order to reflect changes in OFM requirements, new TESC travel policies, the modernization of the administrative process, and to make the policy more clear and understandable. The drafts of the policy were coordinated with staff from the CRC, Student Affairs, Business Services, and Academics. Key features include: updated driver's requirements, travel authority and trip justification, and descriptions and process regarding motor pool responsibilities, vehicle operation standard, vehicle insurance, how to get an Evergreen use permit, how to reserve a van, how to check-out a van, how to return a van and how to buy fuel and get repairs.

Vice President for Academic Affairs and Provost *De Ann C* Date *1/12/07*

Vice President for Finance and Administration *[Signature]* Date *01/11/07*

Vice President for Student Affairs *Christ Co Stork* Date *1/11/07*

Vice President for Advancement *D. Lu Holmberg* Date *1/12/07*

President *[Signature]* Date *1-12-07*

Date policy becomes effective \_\_\_\_\_