

## DLG Vehicle Guidelines

**Requesting a Vehicle:** If you need a vehicle you can either:

1. Go into Calendar, in Microsoft Office, and reserve the vehicle on the date needed; or
2. Send an email to [brad.vickers@ky.gov](mailto:brad.vickers@ky.gov) requesting the date(s) and vehicle that will be needed.

**Returning a Vehicle:** When returning a vehicle please ensure the vehicle is clean and the gas gauge is above a half tank (full tank is preferred).

**Returning Keys:** The keys to the vehicle will need to be returned no later than 8:15 a.m. the next working morning the vehicle is borrowed.

Transportation Policies and/or Regulations and/or the Appointing Authority may modify or supersede any of these guidelines. A failure to comply with any of the above guidelines could result in disciplinary action.

I have read and understand the guidelines as described above.

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**PRINT NAME**

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**SIGNATURE**

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**DATE**