Project Management & Construction Services

Standard Operating Procedures

I.   Title: Reserving PMCS Vehicles

II.   Purpose: The purpose of this SOP is to provide clear instructions and considerations on reserving PMCS vehicles.

III.   Actions:

1. Reserve vehicles ahead of time whenever possible.
2. Make sure your desired vehicle is not already reserved. You can do this either by looking at the Outlook <u>Scheduling Assistant</u> or by opening the calendar itself (see References).
3. Mark the calendar appointment to show as "busy" time. Note: If it's marked as "free" time, it won't be visible to others in the Scheduling Assistant.
4. Reserve vehicles for the ENTIRE time you will need them, not just the duration of the meeting – be sure to include travel time to and from campus.
5. Return vehicle keys on time. If you're running late getting back to the office, please give us a call at 471-3042 to let us know so we can plan accordingly.
6. Return keys to a front office staff member. Do not put them in the lock box at the front desk EXCEPT when there is no one in the front office.
7. Check the gas level (if applicable) when you return and let us know if it's getting low sit can be filled before the next reservation.

References

PMCS Vehicles
<u>2-Seat Carts:</u>
PMCS-Special Gem Cart 137C - res.pmcs.gem.137c@austin.utexas.edu
PMCS-Special Gem Cart 138C - res.pmcs.gem.138c@austin.utexas.edu
PMCS-Special Gem Cart 3001 - res.pmcs.gem.3001@austin.utexas.edu
PMCS-Special Gem Cart 3002 - res.pmcs.gem.3002@austin.utexas.edu
PMCS-GEM Cart 3416 - res.pmcs.gem.3416@austin.utexas.edu
PMCS-GEM Cart 3417 - res.pmcs.gem.3417@austin.utexas.edu

<u>4-Seat Carts:</u>
PMCS-GEM Cart 3537 - res.pmcs.gem.3537@austin.utexas.edu
PMCS-Director's Office 4 Seat Cart (001C) - pmcs-cart@austin.utexas.edu
PMCS-Special 4 Seat Gem Cart 2913 - res.pmcs.gem.2913@austin.utexas.edu

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Cars:
PMCS-RAV4 3620 - res.pmcs.rav4.3620@austin.utexas.edu
PMCS-Prius 3621 - res.pmcs.prius.3621@austin.utexas.edu

Quick tutorial. on how to use the Scheduling Assistant.