

## PROCESS FOR REQUESTING AND USING CVA RENTAL VEHICLES

The following steps outline the process for requesting and using CVA rental vehicles at the Saskatchewan Distance Learning Centre (Sask DLC).

### STEPS

**Step 1:** The employee completes the [CVA Rental Request Form](#) and submits it to their supervisor.

**Step 2:** The supervisor/manager reviews and approves the form, then forwards it to [facilities@saskdlc.ca](mailto:facilities@saskdlc.ca). However, in extenuating circumstances, as determined by the Senior Leadership Team or Facilities, supervisor approval may not be required.

**Step 3:** The Facilities team reviews the request and either approves or denies it.

**Step 4:** If approved, an approval email is sent to the employee, providing details about the assigned vehicle, its location, and instructions for obtaining the keys and gas card.

**Step 5:** The employee completes the checklist provided in the vehicle and records the initial odometer reading.

**Step 6:** Upon returning the vehicle, the employee ensures it is at the designated location and that the fuel tank is at least three-quarters full.

**Step 7:** The employee records the final odometer reading, completes the final checklist, and saves all gas card receipts along with the keys and gas card.

**Step 8:** The employee returns the vehicle keys, gas card, and gas receipts according to the instructions outlined in the initial approval email.