

CFOS TRUCK BORROWING REQUIREMENTS AND RESPONSIBILITIES

1. Check the availability of the truck via the CFOS Truck Calendar. If the truck is Available, please email Barbara Wadlinger (bjwadlinger@alaska.edu) or Cheryl Hopcroft (cclarkehopcroft@alaska.edu) to reserve the truck for your desired dates. Reservations for truck usage are on a first come first basis and are at the discretion of the Deans office.

[CFOS Truck Calendar \(link to calendar\)](#)

2. Confirm that you are Authorized to drive University Vehicles via UAF-EHSRM. This authorization is to be renewed ANNUALLY and is the same process for all staff, faculty and students.

[UAF Authorized Driver Form \(link to Form\)](#)

You will need to provide:

- 3 years DMV Driving History
- Image of Driver's License (both front and back)
- Screenshot of completed UAF Driver's Training Module. This is to be renewed every three years

[UAF Driver Training \(link to training\)](#)

3. Gas for the truck is the responsibility of the Principal Investigator or User and should be purchased via a pro-card associated with a fund/org or prior travel authorization.
4. Keys are to be checked out at the CFOS Reception Desk. Please log keys in and out in the truck binder. Record mileage, time, gas levels and location of vehicle. Also note any maintenance issues accordingly so they may be promptly addressed.
5. Remember, the CFOS truck is a shared vehicle and is NOT a rental vehicle – please return the truck free of trash and as clean as possible ready for the next user.