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 Request form via: CVA Request : Sask DLC Staff Support Services

- If the employee intends to transport a non-authorized passenger, they must complete the CVA Vehicle — Non-Authorized Passenger Acknowledgment Form and obtain approvals from their supervisor and Executive Director of Finance, Human Resources and Planning prior to submitting the CVA Request Form. Once the acknowledgment form is fully signed, the employee attaches the completed form to the CVA Request Form at the time of submission.

Step 2: The supervisor/manager reviews and approves the form.

Step 3: The Facilities team reviews the request and confirms — where applicable — that the fully signed CVA Vehicle — Non-Authorized Passenger Acknowledgment Form is attached, and either reviews or denies the request.

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.