

## **Colorado School of Mines** Fleet Services

## **Departmental Vehicle Coordinator Designation Form**

As established in CSM Vehicle Fleet Management Program, all Vehicle Custodians (department heads/directors/deans/chairpersons) are responsible for establishing a Vehicle Coordinator in their areas of responsibility. The name and contact information for the Vehicle Coordinator should be provided to CSM Fleet Services. The Vehicle Coordinator will be the main departmental contact for the CSM Fleet Services Manager.

## DEPARTMENT VEHICLE COORDINATOR

Name:

Department:

Address:

Telephone:

E-Mail Address:

Vehicle Custodian (department head/director/dean/chairperson):

Area VP (or equivalent):

Total Number of Vehicles:

List the license plate numbers of vehicles for which <u>THIS VEHICLE COORDINATOR IS</u>

<u>**RESPONSIBLE**</u>. Use an additional copy of this page if necessary.

Unit #	License Plate #	Approved Drivers Name – CWID#

signature Email or Campus Mail to:

Date *CSM Facilities Management - Fleet Services* <u>tgarza@mines.edu</u> 303-273-3051

Attachment