



Colorado School of Mines

Fleet Services

Departmental Vehicle Coordinator Designation Form

As established in Mines 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 Mines Fleet Services. The Vehicle Coordinator will be the main departmental contact for the Mines 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 <i><u>THIS VEHICLE COORDINATOR IS RESPONSIBLE</u></i> . Use an additional copy of this page if necessary.		
Unit #	License Plate #	Approved Drivers Name – CWID#

signature _____

Date _____

Email or Campus Mail to:

CSM Facilities Management - Fleet Services
fleet@mines.edu
 303-273-3079

Attachment
