Vehicle Coordinator Update Request

As established in HSCEP OP 63.03, Vehicle Fleet Management Program, Section 18, 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 will be provided to TTUHSC El Paso Vehicle Fleet Management. The Vehicle Coordinator will be the main departmental contact for the TTUHSC El Paso Vehicle Fleet Manager.

Date of request_______________________________________________________________

License plate number________________________________________________________

Person requesting update_____________________________________________________

Department_______________________________________________________________

Current Coordinator__________________________________________________________

Current FOP_______________________________________________________________

New Coordinator____________________________________________________________

Address/STOP______________________________________________________________

City______________________________________________________________

Contact number_________________________ FAX______________________________

Email______________________________________________________________

New FOP_______________________________________________________________