Driver Registration and Approval:
In order to reserve and drive an OSU Marion campus vehicle, you must become an approved driver by:

1. Navigating to DocuSign
2. Sign in with your OSU email and password (all University employees automatically have a DocuSign account)
3. Select the red “New” button in the top middle of the screen
4. Select “Send an envelope”
5. Select “Use a template”
6. Select “Shared with Me”
7. Search for “Driver Registration Form OSU Marion”
8. Click the check box next to the “Driver Registration Form – Marion Campus”
9. Select “Add Selected” at the bottom
10. Enter your name and email as the “Driver” under “Add Recipients to the Envelope”
11. Select “Next”
12. Fill out the information on the form
13. Select “Send”
14. Once the document is fully executed with signatures, you will be an approved driver and may reserve the campus vehicle for use

Procedure:
1. To reserve a vehicle:
   a. Go to Calendar, select ‘New Meeting’
   b. In ‘Subject’, include:
      a. Driver’s name
      b. Purpose of trip
      c. Number of passengers (note: Equinox to be used for 3 or more passengers, unless Focus is unavailable)
      d. Destination
   c. To the far right of ‘location’ click ‘ROOM’
   d. In room search box type: +MRN. In 2nd box drop down pick ‘all users’ in list. In list of +MRN, double click the vehicle to reserve. Click OK
   e. Choose start + end dates/times
   f. Click ‘Send’
   g. You will receive an e-mail either “accepting” or “denying” your request, if accepted your request will reflect on your calendar. If you received a “denied” message the vehicle is reserved for all or part of your timeframe requested.

2. To cancel a vehicle reservation:
   a. From your calendar click on the reservation/event and click ‘Cancel Meeting’ button

3. To share a reservation:
   a. In ‘New Meeting’ type in e-mail of person (s) to share reservation in box ‘To’

Guiding Policy:
Vehicle Acquisition and Use (2.72)