

## 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 \_\_\_\_\_