**Key Box Instructions**

* To access the vehicle key, enter the personnel number of the individual assigned to the rental into the terminal and press the Enter key. Multiple reservations require the user to identify which key is needed. Use the arrow and Enter keys to select.
* The assigned key fob will be highlighted in red.
* To return the vehicle key, touch the black fob to the reader on the terminal. The door will unlock. Return the key to the highlighted port and close the door.
* Keys can only be accessed up to 15 minutes prior to the scheduled pick up.
* Once a fob is returned, it cannot be removed again.

**Rental Information**

* **Visor** – contains the fuel card and self-insured information - \*keep in vehicle\*
* **Glove box** – contains the roadside assistance packet and accident procedure documentation
* **Fuel card PIN** - the personnel number of the individual fueling the vehicle.
* **Parking pass** - a yellow copy of the damage inspection form can be used as a parking pass for personal vehicles when placed on the dash. The yellow copy can be located inside the rental vehicle. If additional damage needs to be recorded, email fleetmanagement@utk.edu prior to leaving the vehicle lot.
* **12 passenger vans** – Do not take them in a garage! Roof damage is charged back to departments
* **Vehicle fueling** - when returning the vehicle be sure and top off the gas tank to ensure the next renter has a full tank for their trip.
* **Vehicle prep** - remove all trash and personal contents before returning the key.
* ***Time sensitive*** *- Be sure and return your rental vehicle on time, as the next renter may be picking up the keys shortly after your return! Additional charges will apply if additional costs are accrued due to the vehicle not being returned as scheduled.*
* **Emergency contact** – Facilities One Call – 865.946.7777