

Vehicle Procedure

*****The bag must be turned in as soon as you return. *****

Please follow the steps below to use a College Vehicle:

1. Vehicle Request Form:

- ✓ www.nwktc.edu
- ✓ Click "Sign Ons" Menu at the top right of the site.
- ✓ Select "Employee Portal"
- ✓ Password: Mavericks
- ✓ Under Vehicles Select "Vehicle Request Form"
 - Abby will email you with a vehicle that is available.

Before you leave you will need to pick up a bag from the Business Office. Inside of it will be the car keys and gas cards to Frontier and Conoco. On the back of these cards will be a PIN number to use at the pump. Please keep all receipts, sign, and put in the gas envelope.

Frontier Ag address: 1202 Hwy 24, Goodland, KS 67735

Conoco in Goodland: 2510 Commerce Road, Goodland KS 67735

(You may use other Conoco's if needed, but this is in Goodland)

2. Check Out Form

- ✓ www.nwktc.edu
- ✓ Click "Sign Ons" Menu at the top right of the site.
- ✓ Select "Employee Portal"
- ✓ Password: Mavericks
- ✓ Under Vehicles Select "Check Out Inspection Form"

3. Check In Form

- ✓ www.nwktc.edu
- ✓ Click "Sign Ons" Menu at the top right of the site.
- ✓ Select "Employee Portal"
- ✓ Password: Mavericks
- ✓ Under Vehicles Select "Check In Inspection Form"

If returning during normal Business Hours, this bag must be brought to the Business Office as soon as you return. Do not hold the keys.

If the College is closed, drop this bag – key inside the bag - in the drop box outside of the North Auto Tech Garage Door as soon as you return. The fleet vehicles usually go out the next morning and we have to get the vehicle to the next person.

Clean up all trash and items out of the vehicle