



OPSU POLICIES AND PROCEDURES

TITLE: Motor Pool

APPROVED BY: Tim Faltyn, President

DATE:

<p>MOTOR POOL SERVICES AND VEHICLES</p>

INTRODUCTION AND GENERAL STATEMENT

- 1.01 The purpose of this Policy and Procedures Letter is to inform University personnel of the services available at OPSU and the procedures to use in requesting Motor Pool services.
- 1.02 OPSU Motor Pool Services is managed by the Physical Plant.

PURPOSE AND SCOPE

- 2.01 The purpose of Motor Pool Services is to provide the following support to all University departments, authorized staff, and faculty:
 - a. A pool of sedans, vans, and mini-vans for official University use;
 - b. Oil, tires, batteries, antifreeze, and other automotive supplies for all OPSU-owned motor vehicles; and
 - c. Automotive repair service for all OPSU-owned motor vehicles.

UNIVERSITY POLICY AND STATE LAW

- 3.01 The supply of vehicles at Motor Pool Services will be sufficient to meet most requests. In the event a Motor Pool Services vehicle is not available for use, the customer will have the option of taking his/her personal vehicle. Inquiry as to availability of vehicles should always be made before using personal vehicles for official travel.
- 3.02 Private use of any University-owned vehicle is prohibited by State Statute (O.S. 1981, Title 47, Section 159.7). All University-owned vehicles shall be used strictly for official business. The following guidelines shall be used in determining whether vehicle usage fits the official usage requirement:
- a. Travel directly incidental to the performance of official business, provided that the vehicle is not diverted from a reasonable and prudent route to or from its intended official purpose;
 - b. Transportation between temporary lodging and temporary duty station; employees with permanently assigned university vehicles will not be permitted to drive said vehicle to and from their place of residence.
 - c. Transportation while in travel status between the temporary duty location or temporary residence and place where meals are taken, or other places required for the health and well-being of the traveler;
- 3.03 The term “official” use or purpose does not include the use of a University-owned or leased vehicle or commercial rental vehicle for personal entertainment, the visiting of friends or relatives, or loan to or use by guests of the University. All persons traveling in University-owned vehicles must be on official business at all times, and may not permit non-employees or non-students to ride in vehicles.
- 3.04 A Motor Pool vehicle is to be checked out by an authorized current OPSU state employee with a valid State driver’s license. The employee who checks out a University vehicle is responsible for the safe operation and care of the vehicle while in that individual’s custody. The employee is also personally responsible for citations received while operating the vehicle.
- 3.05 If the vehicle is operated by anyone other than the employee who checked out the vehicle, the employee shall be responsible for the approval of capable and competent drivers. All drivers must have in their possession a current and valid USA motor vehicle driver’s license with no restrictions other than for corrective lenses.
- 3.06 Tobacco use is prohibited in all Motor Pool vehicles. The department may be charged a cleaning fee to remove tobacco odors or stains.
- 3.07 Firearms and weapons are prohibited in university vehicles.
- 3.07 All occupants of a university vehicle must wear a seatbelt.
- 3.08 Drivers of university vehicle should not check email and/or text message while operating the vehicle.
- 3.09 Each driver must be insurable. Temporary contractual employees' are not insured by university insurance. Temporary contractual employees' personal liability insurance must be active to cover all liability damages.

- 3.10 Drivers shall not drive impaired as defined by the laws of the State of Oklahoma and shall not use alcohol within eight (8) hours prior to or during operation of motor vehicles.
- 3.11 The maximum number of hours a driver may drive is ten (10) hours (including fuel and rest stops) following at least eight (8) consecutive hours of sleep/rest.
- 3.12 Physical damage to a privately-owned vehicle would be the responsibility of the owner or owner's insurance; but, if a vehicle owner is using his/her own vehicle for official University business, and is acting within the scope of his/her employment, the Oklahoma Governmental Tort Claims Act would provide primary coverage for liability purposes.

PROCEDURES

- 4.01 Written requests for advance reservations for Motor Pool vehicles are required.
 - Phone-in reservations are urged if need be, but the request will not be binding until the written one is received by the Motor Pool Coordinator in Room 102, Physical Plant building. This request must have all authorized signatures by appropriate supervisors. All cancellations must be submitted by email or fax and will be acknowledged by the same. Fax number 349-1591 or email to the Physical Plant.
- 4.02 A student organization must file a Student Organization Motor Pool Services request form for approval with the Student Activities Office prior to vehicle use. This form must be forwarded to Motor Pool Services prior to vehicle check out. The organizational advisor must be the individual checking out and signing for the vehicle.
- 4.03 The business hours of the Motor Pool Services are as follows:
 - Monday through Friday 8:00AM to 4:30PM
 - Saturday CLOSED
 - Sunday CLOSED

Motor Pool Services normally closes on Saturday, Sunday, and University holidays.
- 4.04 Motor Pool Services vehicles should promptly be returned to the Motor Pool Services facility upon arrival to the University.
- 4.05 If the departure of a Motor Pool vehicle is scheduled prior to the opening of the Motor Pool facility, the following pick-up alternatives are available. Any exception must be approved by the Motor Pool Coordinator.
 - a. Monday through Friday reservations leaving before 8:00AM may be picked up between 3:00-4:30PM the previous evening if the assigned vehicle is available.
 - b. Saturday and Sunday reservations may be picked up any time after 3:00PM Friday, depending on the availability of the assigned vehicle.
- 4.06 Gasoline credit cards will be issued to each Motor Pool vehicle. Any purchase made with this credit card must have the vehicle number and odometer reading on the credit card receipt to facilitate University verification and billing purposes. All receipts must be returned with the credit card at the check-in time of the vehicle.

- 4.07 If repairs are needed while traveling in a Motor Pool vehicle, the following procedures should be strictly observed:
- a. Minor Repairs – Items such as belts, hoses, flat tires, etc. can be replaced at any competent full-service station and may be purchased with the University fuel credit card. Please check with the vendor at the time of repairs that the credit card can be used and accepted.
Upon return to the campus, contact the Motor Pool Coordinator to inform them of such vehicle repairs. If for some reason the driver must personally pay for the repairs, reimbursement will be made upon presentation of receipts. The receipt(s) must have the vehicle number and odometer reading on the copies turned in for reimbursement.
 - b. Major Repairs – There may be incidents that require major repairs and/or render the vehicle unsafe or inoperative, such as engine, electrical, transmission, brakes, steering, etc. problems. In this event, the driver should follow the instructions in the emergency procedures policy letter located in an envelope in the glove-box or door side pocket of each Motor Pool vehicle. Under no circumstances should the driver abandon a Motor Pool vehicle without being given explicit permission to do so.
- 4.08 If a Motor Pool vehicle is involved in an accident, the insurance information and the emergency procedures policy letter are located in the glove-box or door side pocket of each Motor Pool vehicle. Follow the instructions and make no statement concerning guilt or innocence. Immediately place a collect call or call the 800 number to the University listed on the emergency procedures policy letter. In the event of an accident involving a Motor Pool vehicle that leaves the University the liable party, a \$250.00 deductible fee will be charged to the user department.
- 4.09 The Motor Pool Coordinator has the authority and responsibility to assign vehicles in order to maintain a balanced fleet vehicle mileage usage plan:
- a. Information concerning availability of vehicles is available to the user departments by contacting the Motor Pool Coordinator at 349-1590.
 - b. All vehicles are to be returned full of fuel before credit cards and keys are turned in. The Wright Express card can be used to fill vehicles at the 54 Gas-n-Go station or any other gas station, 24 hours a day, 7 days a week.
 - c. When returning the keys and credit cards, please complete the form indicating mileage, fuel receipts, and any maintenance issues concerning the vehicle.

Check-out Procedures

- 4.10 At the time of checkout, the University personnel, state, or federal employee must complete and sign the Sign-Out Log. The person checking out the vehicle must be prepared to show either a University ID or a current and valid USA driver’s license.

Return of Vehicle

- 4.11 At the termination of travel, the vehicle, credit card and vehicle keys should be returned to the Motor Pool Coordinator during normal operating hours.
- 4.12 Each driver is encouraged to inspect the vehicle for damage before and after return to the Motor Pool facility and discuss any damage or problems with the Motor Pool employee. See attached Vehicle Inspection Report.
- 4.13 In the case of vehicle damage resulting from the driver’s gross negligence, competitive bids are used to assess the cost of repairs. The user department will be charged the full amount of the total of the charges to repair the vehicle.

Preventive Maintenance

- 4.14 A complete preventive maintenance program is followed for each Motor Pool vehicle. All departments are encouraged to follow a similar maintenance program for their departmental vehicles.

MOTOR POOL FEE SCHEDULE

5.01	<u>AMOUNT</u>	<u>DESCRIPTION OF FEE</u>
	\$25.00	Charge for not refueling vehicle upon return.
	\$35.00	Cancellation of a vehicle reservation must be received 12 hours prior to reserved time of departure.
	\$0.30	Per mile for Car or Minivan
	\$0.60	Per mile for Passenger Van

**Special rates are established for user departments requiring long term usage.