

SOUTHEASTERN OKLAHOMA STATE UNIVERSITY (SE)

MOTOR POOL POLICY AND PROCEDURES 10/4/2013

I. GENERAL INFORMATION

The SE Motor Pool provides vehicles and vehicle support to departments of the University. The SE Motor Pool is located at 301 University, in the building of Campus Police. Telephone (580) 745-2316 or FAX (580) 745-7507. Additional Motor Pool services information can also be found on the Motor Pool website (<http://homepages.se.edu/public-safety/campus-police/motor-pool>)

SE University policies and procedures governing the use of vehicles are in accordance with Title 47, 2012 Oklahoma Statutes and apply to the purchase and use of all University vehicles. SE Motor Pool policy is based on the State of Oklahoma Fleet Management policy.

- a. Motor Pool vehicles are provided and maintained for official University business. The Motor Pool is responsible for the purchase, rental, service, maintenance and surplus of the Motor Pool vehicle fleet. The Motor Pool fleet is supplemented when necessary by arranging services with an authorized commercial rental agency to provide rental vehicles at economic rates for individuals authorized to travel on official University business. The Motor Pool can also provide assistance with vehicles designed for people with limited mobility.
- b. It is the policy of the University that passengers shall not be transported in Motor Pool vehicles (owned or rented) unless they are on official University business. No one may drive or ride in University vehicles (owned or rented) unless they are a student/staff or faculty member. Passengers that are not members of the official University community are not allowed.
- c. The University reserves the right to add, amend, or revoke any of the contained rules, policies, regulations and instructions or incorporate additional ones, with or without notice, as circumstances or the best interests of the university community may require. In the event of an inconsistency or conflict, applicable law and governing state boards for SE supersedes Motor Pool

All persons operating University owned vehicles **must be full or part-time employees** of SE and must have a **valid driver's license** appropriate for the vehicle being driven.

- a. A valid driver's license is required before a vehicle may be checked out. Driving record checks will be performed by the SE Police Department on each request submitted. If an employee drives or operates a State vehicle belonging to SE with an invalid driver's license, e.g. revoked, suspended, expired, etc., said employee may be deemed uninsurable by the Risk Management Division of the Department of Central Services and any losses incurred during such conditions shall be borne by the requesting department. A copy of the driver's license should be submitted to SE Motor Pool for file. You must only submit this one time.

- b. The Motor Pool is permitted to release vehicles only to employees of the University who are using the vehicle for a purpose which is within the scope of their employment with the University.
- c. Student Organizations will not be permitted to use University vehicles unless a faculty or staff member will be driving the vehicle and vehicle is being used for a school function or class, not recreational outings. Students will not be permitted to drive vehicles unless it is related to a function of the department in which they are employed and there is not a full-time faculty or staff member available to drive. In this instance, a full-time faculty or staff member must be in the vehicle with them. Allowable employees to accompany student groups are full-time Faculty, Adjunct Instructors or full-time Staff members connected with the Department requesting the trip. Student Employees are not considered Staff and are not allowable to go as Advisors.
- d. 15 passenger vans require drivers that have completed the Safe Van Driving course through the SE Safety Department. Ten (10) people total are allowed to ride in the large vans listed as "15-passenger vans". Departments that transport more than 10 people in the University vans will have their Motor Pool privileges suspended.
- e. Employees or Students are not allowed to use a University vehicle to attend a ballgame as a spectator, regardless if the game is a University game or other team/sport.
- f. Effective 7/1/12, all travel pertaining to Students (field trips, conferences, special events, etc) must be tied to a course/class number. This information must be listed on the vehicle request form with a brief explanation for trip.
- g. The above policies are applicable to all Departmental & University owned vehicles or rented vehicles.

University owned vehicles shall be **identified by decal or painted sign** to comply with State law.

It is a **violation of State law** for any person to ride to and from their place of residence in a State (Department or Motor Pool) owned vehicle, or to otherwise use a University vehicle for private purposes, except in performance of official duty. Vehicles may not be used to conduct personal business. Vehicles may not be taken home at night for departure the next morning.

Employees of the University cannot be assigned a University-owned vehicle for use on a permanent 24-hour basis unless an exception under the statute has been granted. In order to receive an exception, the President of the University must certify in writing to the Governor, the President Pro Tempore of the Senate and the Speaker of the House of Representatives that the employee regularly receives emergency calls at his or her residence when off duty and the round trip to and from the employee's residence is less than 50 miles.

Any exceptions to this policy and procedure must be presented in writing in advance and must be approved by the head of the department, unit administrator and Director of Campus Police & Safety.

Accidents involving University (Department or Motor Pool) owned vehicles must be investigated by the proper agency having jurisdiction where the accident occurs. Procedures for handling accidents and all necessary forms are supplied with each Motor Pool vehicle. Copies of all reports and information pertaining to the accident must be submitted to the Motor Pool office immediately upon return. When the police are not notified and no police report filed, the department using the vehicle at the time of the accident will be responsible for the total cost of repairs to the vehicle.

Responsibility for the proper reporting of vehicle accidents rests with the vehicle driver. Reporting of accidents should be in the following order:

1. Police Department in the jurisdiction of the accident
2. SE Campus Police
3. Supervisor of Driver

Any traffic violation tickets that are received while operating a University vehicle are the responsibility of the driver. The driver must notify the Motor Pool office of tickets received upon return. This includes any warning certificates given by any Law Enforcement Agency.

2. USE OF MOTOR POOL VEHICLES

- a. Drivers must wear seat belts and observe all traffic laws at all times. It is the responsibility of the driver to insure that all passengers in the vehicle are wearing their seat belts while the vehicle is in motion.
- b. All potential drivers will have their driving records check through NCIC and OLETS for D.U.I. or drug related offenses. If these offenses are found to be on file for the driver, that driver will not be allowed to operate a University vehicle or rental vehicle for University use. All potential drivers must be listed on the request form when submitted. Substitute drivers are not allowed during the trip. Only the approved drivers will be allowed to pick up the University vehicle and must show their driver's license before the vehicle will be released to them.
- c. Drivers are prohibited from operating a vehicle if under the influence of alcohol, any other intoxicating substance other than alcohol or combination thereof (including any drug or narcotic prescribed by a doctor or otherwise) that might affect his/her ability to drive or operate the vehicle. (47 O.S. §11-902)
- d. Drivers will not text message or view email or text messages while operating a vehicle. (Executive Order 2010-06)
- e. Drivers will not use cell phones while they are driving a University vehicle, regardless if University Fleet vehicle or rental vehicle.
- f. Drivers will not smoke in State vehicles owned by SE, nor will they allow any passengers to smoke while riding in the vehicle. (63 O.S. §1-1523)
- g. It is the responsibility of the driver to insure that all lights (including interior dome light) are turned off, windows rolled up and doors locked when the trip is completed. Do not leave chargers plugged into cigarette lighter for extended length of time if vehicle is parked or overnight.
- h. The inspection portion of the mileage card must be completed before the vehicle leaves the Motor Pool lot.
- i. Groups and/or persons using University vehicles must remove all trash generated by their trip and all personal items belonging to drivers and passengers upon return of vehicle to Motor Pool. Any personal items left in the vehicle will be brought to the

Motor Pool offices. If not claimed within (7) days of trip, the items are subject to disposal.

- j. Groups and/or persons using University vehicles must notify Motor Pool when food, drinks or other items are spilled in the vehicles to insure that the area can be properly cleaned.
- k. Any mechanical problems that occur during a trip must be notated on mileage card and Motor Pool notified upon your return. Be specific. If mechanical problems are not reported and damages occur on the next trip, the prior drivers department will be subject to restrictions on Motor Pool usage.
- l. Vandalism of any sort, whether malicious or accidental, will not be tolerated. Any costs will be charged back to the department that had the vehicle checked out. It is the responsibility of the driver to insure that the passengers do not abuse the vehicle. Motor Pool does inspection sheets on each vehicle after each trip and it is noted if damage or mechanical problems are found.
- m. Cars & Mini-Vans are limited to 200 miles one-way. 15-passenger vans have a limit of 500 miles one-way. It is suggested that if the distance is excessive, other means of travel are considered before the vehicle is requested. It can be more cost-effective to fly than to drive.

3. CHECKING OUT A VEHICLE

WHO CAN CHECK OUT A VEHICLE?

- a. Any full-time/part-time staff or faculty representing a University account with adequate funds for authorized University expenditures may check out a University Motor Pool vehicle to conduct Official University business. This includes full-time Faculty, Adjunct Instructors and full-time Staff. Student Employees cannot check out vehicles. The Account Sponsor must authorize the request and is ultimately responsible for all costs. Vehicles may not be use for anything that can be construed as “personal business”.
- b. The Motor Pool is permitted to release vehicles only to employees of the University who are using the vehicle for a purpose that is within the scope of their employment with the University. Student Organizations will not be permitted to use University vehicles unless a faculty or staff member is driving the vehicle. Students will not be permitted to drive a University vehicle unless it is related to a function of the department in which they are employed and a full time Employee is not available to drive. A full time Employee must be in the vehicle. This policy is also applicable to all Departmental owned vehicles.
- c. The passenger limit on the 15-passenger vans is restricted to no more than ten (10) people including your driver. This is to comply with DOT Safety Recommendations.

HOW TO CHECK OUT A UNIVERSITY VEHICLE

- a. Reservations must be made by submitting a Vehicle Request Form (see example). Please be prepared to give the name of the requesting person who will be driver, department, account number, destination, driver's license number, state of license, and times & dates of departure/return. The signature of the Department Head and account number must be on the form or it will be returned to the sender. You must submit the correct form or it will be returned to the sender. This request must be submitted no less than seven (7) days prior to departure date. The requesting person should submit the form rather than calling the Motor Pool offices, as the form must be received by the Motor Pool Coordinator before the vehicle can be approved. The requesting person should not assume that they have a vehicle simply because they have completed a request form. A confirmation copy will be sent to the department and will be followed by a confirmation call before the trip.
- b. If you are requesting a 15-passenger van, you must attach Van Usage Agreement form which all drivers of the van have signed. You must attach the original and complete one form for each trip. This form is available on the SE Public Safety website (www.se.edu/public-safety) along with the vehicle request forms. Vehicle requests for large vans that do not have the signed form attached will be returned to the requesting department.
- c. Requests for the 33-passenger mini-bus must be received in the Motor Pool office no less than one (1) month in advance of the departure date. You may not provide your own driver for the bus. A passenger list must be submitted with your request, or the bus cannot be booked.
- d. The requesting person will be contacted no later than the day before departure to confirm the trip and number of passengers. If you do not hear from a Motor Pool Representative by that time, please contact Motor Pool at 745-2316.
- e. If it becomes necessary to extend your reservation beyond the estimated return time, call the Motor Pool office as soon as possible. Failure to telephone could result in a vehicle being unavailable for the next scheduled user.
- f. Vehicle request forms are available at the Motor Pool office, or are available on both the HR & Public Safety websites. They also can be emailed upon request. Originals must be sent to Motor Pool or faxed to Motor Pool at ext. 7507. Emailed vehicle requests will not be accepted.

4. RENTAL VEHICLES

- a. Vehicle Usage
Any trips that would be overnight stays or would be over the distance allowances already in policy will require rental vehicles. The requesting procedure does not change from the way you ordinarily request vehicles from Motor Pool and the requesting department/party is not required to make their own arrangements. All booking is handled through Motor Pool. The drivers are required to pick up their rental vehicle and return them fueled to the vendor. Fuel cards are provided by Motor Pool.
- b. Payment

All rentals will be paid by the requesting Department using the rental. The vendor will submit the invoice to the Motor Pool Department for confirmation of cost. This is to insure that the amount charged is what was quoted to Motor Pool. Motor Pool will then forward the invoice to the appropriate department for payment. This will pertain to any rental vehicle (car, van, truck, bus) provided by an outside vendor.

Any questions concerning the service provided by rental vendors can be directed to Pamela Locke at ext 2316.

5. CANCELLATION OF VEHICLE RESERVATIONS

Cancellation of a vehicle rental reservation, whether through Motor Pool or outside vendor should be done as soon as possible before scheduled time of pickup. This is necessary so vehicles are available for departments on a waiting list. Late cancellations of rental vehicles can result in cancellation fees being charged back to the requesting department.

6. PICKING UP VEHICLES

- a. University vehicles may be picked up from the SE Campus Police Offices. These offices are staffed 24 hours a day, 7 days a week. Rental vehicles are picked up from the vendor rented from. You will be notified of the location when your reservation is confirmed.
- b. The driver of the vehicle is required to fill out a trip ticket prior to departure. All Driver's and their driver's license numbers must be listed, as well as department to be charged, destination and reason for trip. The trip ticket remains in the office. A mileage card (see example) will go with driver. This should be completely filled out and turned in with the keys upon return. Please note problems or malfunctions of the vehicle on the back of the mileage card, being as detailed as possible.
- c. The driver(s) must list his/her cell number on the form so that Motor Pool may contact that person while they are on the trip should situations that will affect the safety of the employees traveling occur. This number will not be given out, but will be for Motor Pool or Campus Police use only.
- d. If the trip is a great distance or for more than one day, a gas PIN card will be checked out to the driver before leaving. The driver should make sure they understand the procedures of using card and locations that accept the card before leaving the Motor Pool office. If you are not offered a PIN number when you pick up the vehicle, please ask for one. All receipts and gas PIN card must be turned in upon return.

7. PERSONAL VEHICLE PARKING

Personal vehicles may be parked in any adjacent parking area while using Motor Pool vehicles. Employees and/or students are not permitted to park their personal vehicles in the Motor Pool parking unless they have checked out a University vehicle.

8. REPAIRS AND SERVICE ON MOTOR POOL VEHICLES

All purchases for parts and/or labor must be reported to the Motor Pool upon the return of the vehicle to the Motor Pool and paid receipts provided. It is not recommended that any repairs be made except in emergency situations, and you must contact the Motor Pool Offices for approval. Monday – Friday 8am – 5pm, you may call the SE Motor Pool Office at (580)745-2316. After hours and on weekends, you should contact the SE Campus Police Office at (580)745-2727. When placing a call to the SE Department of Public Safety, please inform the Dispatcher that you are calling in reference to a University vehicle and give the vehicle number, your location, damage or malfunction that has occurred, your name and telephone number you can be reached at.

9. UNIVERSITY POLICY ON THE USE OF GASOLINE AND CREDIT CARDS POLICY

As a general policy, the use of gasoline credit cards for University vehicles will be limited to those instances where fuel is needed while on a trip. Only fuel pertaining to the official operation of University vehicles may be charged on University gas cards.

PROCEDURES

For All University Vehicles

- a. The Motor Pool Department will secure and assign all gasoline vehicle cards to each University vehicle.
- b. The Motor Pool Department will review all charges/invoices, approving appropriate charges for payment, and forwarding invoices to the Office of Finance.

For vehicles provided to Individual Departments

- a. The Motor Pool Department will secure and issue gasoline vehicle cards for departments operating departmental owned vehicles.
- b. The Motor Pool Department will maintain a master list of issued fuel cards with the corresponding vehicle number, and responsible individual.

For Privately Owned Vehicles

No University credit cards may be used to purchase gasoline for or any item pertaining to privately owned vehicles. Reimbursement for travel expenses in connection with the use of private vehicles will be in accordance with travel claim procedures. This is a matter of State travel regulations that requires strict compliance.

Invoice Approval Guidelines

It is not allowed to charge any item other than fuel on the ComData card, in accordance with existing Motor Pool procedures. No item shall be charged on a Motor Pool credit card that does not relate to the maintenance or operation of a University vehicle.

10. OBTAINING FUEL FOR UNIVERSITY VEHICLES

a. University Gasoline Credit Cards

ComData credit card PIN numbers will be issued upon request. These credit cards may be used for fuel purchases only and exclusively for Motor Pool vehicles. These cards are accepted in most places that accept Master Card. You must confirm that the station is a Level 3 vendor (they require a PIN number) before fueling. You are able to do this by swiping the vehicle card at the pump. If the driver is not prompted to provide a PIN number and odometer reading, the vendor is not a Level 3 vendor and must not be used. Vendor listings for Oklahoma and connecting states are listed on the Public Safety website (www.se.edu/public-safety)

Drivers are responsible for entering accurate odometer information when fueling SE vehicles. Receipts should be reviewed to insure that the vehicle number, odometer reading, correct cost and number of gallons and that no tax was charged to the transaction. If the information is not listed, the driver is responsible for writing this info on the receipt. The driver is also responsible for completing the fueling section of the mileage card with the correct information.

The driver that the PIN number is assigned to is responsible for the PIN and vehicle cards; lost or willfully damaged cards will be charged to the department at \$20.00 each. Misuse of University fuel cards will not be tolerated and drivers that do so will be responsible for reimbursement to the University and will have their Motor Pool privileges revoked.

Drivers may not use a vehicle card assigned to one University vehicle to fuel another vehicle.

b. Cash or Personal Credit Card

Purchases by cash or personal credit cards may be reimbursed by the department checking out the vehicle. These reimbursements will not be processed through the Motor Pool, except for Motor Pool personnel.

If you are using a University Motor Pool vehicle and fuel is needed on the trip, but you did not get a PIN number, contact SE Motor Pool (580-745-2316 or 580-745-2727) first before paying for the fuel yourself. We can assist with a PIN number on the phone. If you purchase fuel or any other item for the Motor Pool vehicle with your own funds, copies of these purchases for the vehicle must be given or sent to the Motor Pool upon return of the vehicle to insure that correct records are maintained but this is strongly discouraged. Motor Pool should be contacted for instructions.

You may not use the ComData card to purchase fuel for a personal vehicle, even if you are on official University business.

II. INSURANCE COVERAGE

COMPREHENSIVE/COLLISION

- a. The Motor Pool vehicles are self-insured for comprehensive/collision with a \$500.00 deductible per incident. It is required that the person picking up the vehicle inspect the vehicle for body damage and mechanical operations of vehicle (lights, tires, etc.) before leaving the parking lot. Any damage should be noted on the mileage card.

- b. The Department checking out a vehicle from the Motor Pool is responsible for any physical damage to the vehicle beyond normal wear and deterioration that occurs while in their care.
- c. In the event of vehicle damage, repairs will be made by the Motor Pool and the responsible department will be billed for the first **\$500.00** of repairs **per incident**. If two University-owned vehicles are damaged in the same incident, then the department at fault will be responsible for the first **\$500.00** on **each vehicle**.

LIABILITY DEDUCTIBLE

Effective July 1, 1994, the **State Risk Management Division** charges a \$250.00 deductible per occurrence for payments to claimants under the Oklahoma Governmental Tort Claims Act. The **SE Risk Management** personnel will contact the responsible department that the at-fault driver was representing at the time of the accident to request an account number that they will charge the \$250.00 liability deductible.

EXAMPLE OF AUTO LIABILITY:

An at-fault collision by a University driver damages two other vehicles in the amount of \$1,193.00 and \$892.00 respectively. When the first tort claim in the amount of \$1,193.00 is paid, State Risk Management will bill the University for \$250.00 on the quarterly report. **SE Risk Management Division** will reimburse the State for \$250.00 from the departmental account responsible for the at-fault collision; the department will pay only one deductible per occurrence.

12. MOTOR POOL USAGE COSTS

Usage costs for the cars, mini-vans or 15-passenger vans belonging to the University are charged to the "A, B or C" departmental accounts that use the vehicle for mileage only at the rate of .55 per mile. This cost is figured on the current IRS mileage rate. This rate can change as the IRS rate fluctuates.

A copy of the trip ticket that was completed by the driver at the time the vehicle was picked up will be faxed to the responsible department. An invoice will be generated from Motor Pool, based on trip ticket and sent to Office of Finance for processing.

The 33-passenger Mini-bus usage costs will be charged at the rate of \$1.50 per mile. The requesting department will be responsible for all driver costs, including salary, overnight stay cost & per diem (when applicable), and cleaning charges for bus. An invoice will be generated from Motor Pool and should be processed through Purchasing on a jacket. You must have a minimum of twenty-five (25) people going on the trip to request the mini-bus.

13. SAFETY TRAINING

A Safe Van Driving Course is available through the SE Public Safety Office. All Departments wishing to drive 15-passenger vans are urged to sign up for this course, as it is mandatory for all drivers to have passed this course in order to drive the University 15-passenger vans. It is also required that the drivers that use the rental vans have completed and passed this training. This training must be scheduled with the Safety Officer in Public Safety. There is no cost to the individual or the departments for the

training. Please be advised that this training will not allow you to get your CDL license. It is meant only to provide training and information pertaining to safe operation of 15-passenger vans.

After (4) years, a refresher course is required by all large van drivers to maintain full understanding of safety regulations , new DOT directives and any changes/additions to SE Motor Pool paperwork. The need for a refresher driving test will determined at that time by the SE Safety Officer. Questions pertaining to the Safe Van Driving may be directed to Pamela Locke at 745-2316.

Any person that regularly drives the 15-passenger vans is urged to get their CDL license. Any employee of the University that already has their CDL should contact the Motor Pool office so that their info may be placed on file. Any employee wishing to get their CDL license may contact the Motor Pool offices for assistance with classes. The employee will be responsible for any costs involved in obtaining their CDL.