

# Arkansas Tech University

Office of Facilities Management

## ***Motor Pool Vehicle Use Policy***

### **Purpose:**

This policy is designed to assist ATU students, faculty, and staff in having a safe and convenient trip while using a university vehicle. The procedures are intended to place controls on the use of university vehicles. The term “university vehicle” includes university owned passenger cars, pickup trucks, station wagons, buses, and vans that are licensed by the State of Arkansas for road use.

### **General Procedures:**

1. University vehicles are to be used for official business only and are not to be used for personal business.
2. All employees are encouraged to use university vehicles rather than personal vehicles for official business when possible in order to increase utilization and decrease cost of reimbursement.
3. All university vehicles shall be parked at an agency location at night and on weekends when not in use for official business.
4. University owned vehicles shall display red State license tags, front and rear, with appropriate university side decals.
5. All university vehicles shall be pooled (i.e., not assigned to any individual for his or her own exclusive use).
  - a. Exceptions to 3, 4, and 5 may be obtained only upon written approval of the Governor. Exceptions approved are valid only during the biennium in which granted.
  - b. Certain vehicles will be assigned to various departments and not available for travel requisition. The department head/dean will ensure all drivers comply with the Arkansas State Vehicle Safety Program and have a current and approved Driver Authorization Form on file in the travel office.
6. No smoking is allowed in university vehicles.
7. Any person who is assigned a university vehicle must be properly licensed and be in compliance with the Arkansas State Vehicle Safety Program.
8. University vehicles are for University business use only. Only University employees, customers, or participants in University sponsored programs are permitted to operate or ride in University vehicles.

### **Requirements for Drivers:**

1. Authorized operators of university vehicles shall be members of the faculty, members of the staff (including extra labor employees and student workers), and graduate assistants. Professional drivers may be utilized for the University's motor coach.
2. Each driver of a university vehicle must hold a valid operator's license, and have the license in his/her possession when operating a university vehicle.
3. Each driver must be 21 years of age or older.
4. Post office employees must be over 18 years of age but may be under 21 years of age to operate the mail delivery vehicle.
5. Each driver must have an approved Driver Authorization Form on file in ATU Travel Services.
6. Buses and Passenger Vans- Special Provisions
  - a. Operators of passenger vans with capacities of 12 or fewer passengers and a gross vehicle weight of 26,000 or less pounds must be 21 years of age and have an approved Driver Authorization Form on file in the ATU Travel Office.
  - b. To be qualified to operate university buses and passenger vans with a capacity of 13 or more passengers or a gross vehicle weight of more than 26,000 pounds, the operator must meet the following additional criteria:
    - i. Must be 21 years of age and have an approved Driver Authorization Form on file in the ATU Travel Office.
    - ii. Must have a current and appropriate commercial driver's license with passenger endorsement;
    - iii. Must successfully complete a road test in the vehicle. The test shall be given by a person designated by the Facilities Management Health and Safety Coordinator who is competent to evaluate and determine whether the person who takes the test has demonstrated the he/she is capable of operating the vehicle;
    - iv. Must comply with the University's DOT Drug and Alcohol Testing Program.

### **Procedures for Requesting Motor Pool Vehicles; Russellville Campus:**

1. Vehicle Reservations are supervised by the Facilities Management Motor Pool and is part of the service structure of the University. Vehicles are charged at a minimum rate or a minimum trip fee, whichever is greater. Contact Motor Pool for current charge rates as approved by the Executive Council. Additional charges to the department may occur if the vehicle is returned with damage not previously noted or if the vehicle requires cleaning above and beyond what would be considered normal. Call the motor pool reservation administrator at 968-0261 to request a vehicle.

2. Vehicle assignments are based on the maximum benefit to the University; no department or person receives priority over another in scheduling vehicle usage.
3. Any university employee is eligible to use transportation service in conducting official university business.
  - a. All official university business travel charges are billed to an approved university account.
  - b. All requests for vehicles must be authorized by the person who has responsibility for the account to be charged.
4. Each individual must be approved by the Travel Services prior to driving a university vehicle. Contact travel services for details by calling 479-356-2034 or check their website at: <https://www.atu.edu/travel/>
5. All individuals requesting a motor pool vehicle must complete the Motor Vehicle Requisition Process as outlined by Travel Services. <https://www.atu.edu/travel/> The requestor must certify that they will be the sole driver of the vehicle, or they must list all additional drivers on the requisition.
6. Vehicle keys will not be issued until an approved Travel Purchase Order is received from Travel Services.
7. The security and operation of the vehicle and the security and return of credit card(s) issued with the vehicle is the responsibility of the person to whom the vehicle is assigned. The responsibility cannot be delegated to others and ceases only after the vehicle has been returned to Facilities Management and the keys and credit card(s) have been returned or placed in the key drop box at Facilities Management.
8. University vans are reserved for trips shorter than 200 miles round trip and less than one day in length. This section excludes trips requiring the use of a university owned trailer.
9. Requests for university vehicle assignments should be made as far in advance of use as possible.
10. A cancellation notice should be given to Motor Pool as soon as possible if a scheduled vehicle is not needed.
11. Cancelled trips may be charged to the department if the department does not notify the Motor Pool in time to re-issue the vehicle.

**Policies for Requesting Motor Pool Vehicles; Ozark Campus:**

1. Vehicle Reservations are supervised by the Office of Fiscal Affairs and is part of the service structure of the University. Vehicles are charged by miles driven at the University approved mileage rate. Additional charges to the department may occur if the vehicle is returned with damage not previously noted or if the vehicle requires cleaning above and beyond what would be considered normal.

2. Vehicle assignments are based on the maximum benefit to the University; no department or person receives priority over another in scheduling vehicle usage. Otherwise, vehicles will be assigned on a first come, first served basis.
3. Any university employee is eligible to use transportation service in conducting official university business.
  - a. All official university business travel charges are billed to an approved university account.
  - b. All requests for vehicles must be authorized by the person who has responsibility for the account to be charged.
4. Each individual must be approved by Travel Services prior to driving a university vehicle. Contact the travel office for details by calling 479-508-3305 or check the website at: <https://www.atu.edu/travel/>
5. All individuals requesting a motor pool vehicle must complete the Electronic Travel Requisition form prior to travel. <https://www.atu.edu/ozark/docs/ELECTRONIC%20TRAVEL%20REQUISITION.pdf>
6. The requestor must certify that they will be the sole driver of the vehicle, or they must list all additional drivers on the requisition form.
7. Vehicle keys will not be issued until an approved Travel Purchase Order is received.
8. The security and operation of the vehicle and the security and return of credit card(s) issued with the vehicle is the responsibility of the person to whom the vehicle is assigned. The responsibility cannot be delegated to others and ceases only after the vehicle has been returned to the motor pool lot and the keys and credit card(s) have been returned or placed in the key drop box located on the south side of TAS building to the right of the delivery door to Bookstore.
9. University vans are reserved for trips shorter than 200 miles round trip and less than one day in length. This section excludes trips requiring the use of a university owned trailer.
10. Requests for university vehicle assignments should be made as far in advance of use as possible.
11. A cancellation notice should be given to Student Accounts as soon as possible if a scheduled vehicle is not needed.

**Procedures for Requesting Motor Pool Vehicles; Ozark Campus:**

1. Contact Student Accounts on the Ozark Campus at extension 358 to reserve the motor pool vehicle needed.
2. Complete Electronic Travel Requisition Form and submit to travel office at least 72 hours prior to travel date. You may not proceed without a PO in place prior to travel.
3. On date of travel the keys, fuel card, and vehicle assignment form may be picked up in Student Accounts.

- a. If traveling before 8 am please make arrangements to pick up keys with Student Accounts at least 24 hours prior to travel.
  - b. Before returning Motor Pool vehicle to campus ensure there is at least ½ tank of gas.
4. Turn in keys, fuel card, and completed vehicle assignment form to Student Accounts immediately upon return to campus.
  - a. If returning after 5 pm please place keys, fuel card and fuel receipts, and vehicle assignment form in the locked key return box located on the south side of TAS building to the right of the delivery door to Bookstore. Motor Pool vehicles, keys, fuel cards, fuel receipts, and vehicle assignment forms may NOT be taken home by employees upon their return.
5. Motor Pool vehicles should be picked up and returned to the house just east of the Collegiate Center and directly across from the ATU-Ozark Campus mailbox. Personal vehicles should be parked in the church parking lot.

This policy was approved by the ATU Executive Council and is effective beginning 1/1/2018.