SOUTHEASTERN OKLAHOMA STATE UNIVERSITY

MOTOR POOL
POLICY AND PROCEDURES

GENERAL INFORMATION

1. The University Motor Pool provides vehicles and vehicle support to departments of the University. The University Motor Pool is located at 301 University, in the building of Campus Police. Telephone (580) 745-2316 or FAX (580) 745-7507.

2. University policies and procedures governing the use of vehicles are in accordance with Title 47, 1971 Oklahoma Statutes and apply to the purchase and use of all University vehicles.

3. All persons operating University owned vehicles must be full or part-time employees of SOSU 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 SOSU Police Department.

   b. The Motor Pool is only permitted to release vehicles 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, 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.

   d. 15 passenger vans require drivers that have completed the Safe Van Driving course through the SE Safety Department.

   e. Employees or Students are not allowed to use a University vehicle to attend a ballgame as a spectator.

   f. The above policies are applicable to all department and university owned vehicles.
4. University owned vehicles shall be identified by decal or painted sign to comply with State law.

5. 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.

6. 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.

7. It is policy of the University that passengers shall not be transported in State vehicles unless they are students or employees of the University on State business. When private vehicles are used for State business purposes and one expects to be reimbursed pursuant to 74 O.S. Supp. 1987, 500.4(B), the transporting of private passengers not on state business is not prohibited. However, it is suggested and requested that the practice be held to a minimum.

8. Requests for an exception must be submitted in writing to the President of the University.

9. 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. SOSU Campus Police
   3. Your Supervisor

10. 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.
USE OF MOTOR POOL VEHICLES

1. It is the responsibility of the driver to insure that all lights (including interior dome light) are turned off, all windows rolled up and doors locked when the trip is completed.

2. Groups and/or persons using University vehicles must remove all trash generated by their trip and all personal items 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.

2. 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.

3. Any mechanical problems that occur during a trip must be notated on mileage card and Motor Pool notified upon your return. Be specific.

4. 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 there is damage or mechanical problems.

5. 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 investigated before the vehicle is requested. It can be more cost-effective to fly than to drive.

CHECKING OUT A VEHICLE

1. WHO CAN CHECK OUT A VEHICLE?

a. Any 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. (The Account Sponsor must authorize the request and is ultimately responsible for all costs.)

b. The Motor Pool is only permitted to release cars 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. 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.

2. **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 responsible, department, account number, destination, driver’s license number, state of license, and times & dates of departure and return and attach a copy the drivers licenses of all employees that will be driving the vehicle. 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. 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.

   c. 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.

   d. 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.

   d. **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.

3. **Rental Vehicles**

   The State of Oklahoma has entered into a contract with Enterprise Rent-A-Car for rental vehicle usage. SE is able to take advantage of lower pricing and newer model cars and vans for our Faculty and Staff to take on University business. This also provides emergency pickup should the driver have mechanical problems on a trip. SE tested these services in spring 08 with these services becoming part of our Motor Pool Policy in fall 08.
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 Enterprise. Fuel cards are provided by Motor Pool.

b. **Payment**

Departments budgeted through B and C funds will pay for all services under this contract. Departments budgeted through A funds will not pay for trips that are overnight or over the distance allowance. Any other use will be paid by the department.

Any questions concerning the service provided by Enterprise Rent-A-Car can be directed to Pamela Locke at ext 2316.

4. **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.

5. **PICKING UP VEHICLES**

a. Vehicles may be picked up from the Campus Police Offices. These offices are staffed 24 hours a day, 7 days a week.

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. If the trip is a great distance or for more than one day, a gas card can checked out 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 card must be turned in upon return.

3. **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.

4. **REPAIRS AND SERVICE ON MOTOR POOL VEHICLES**

   a. 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.

   b. Purchases amounting to $200.00 or more must be approved by Motor Pool management prior to purchase to ensure reimbursement.

Purchases may be approved by calling the University Motor Pool, 745-2316, during regular hours, Monday – Friday 8:00 A.M. – 5:00 P.M., and after regular office hours, on weekends and/or holidays call 745-2727, Department of Public Safety. When placing a call to the SOSU Department of Public Safety, please inform the dispatcher that you are calling in reference to a University vehicle and give the vehicle number.

5. **OBTAINING FUEL FOR UNIVERSITY VEHICLES**

   a. **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) Vendor listings for Oklahoma and connecting states are listed on the Public Safety website (www.se.edu/public-safety)

The driver that the PIN number is assigned to is responsible for the credit cards; lost or willfully damaged cards will be charged to the department at $20.00 each.
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. To have accurate records, copies of these purchases for the vehicle need to be given or sent to the Motor Pool upon return of the vehicle. You may not use the ComData card to purchase fuel for a personal vehicle, even if you are on official University business.

**INSURANCE COVERAGE**

1. **COMPREHENSIVE/COLLISION**
   a. The Motor Pool vehicles are self-insured for comprehensive/collision with a $500.00 deductible per incident. **It is advisable for the person picking up the vehicle to inspect the vehicle for body damage 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.**

2. **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 **SOSU 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. **SOSU 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.
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

1. For All University Vehicles
   a. The Motor Pool Department will secure and assign all gasoline credit cards to each University vehicle.
   b. The Motor Pool Department will review all charges/invoices, approving appropriate charges for payment, and forwarding to Business Services.

2. For vehicles provided to Individual Departments
   a. The Motor Pool Department will secure and issue gasoline credit cards for departments operating departmental owned vehicles.
   b. The Motor Pool Department will maintain a master list of issued credit cards with the corresponding vehicle number, department account number and responsible individual.

3. 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.

4. Invoice Approval Guidelines
   a. It is not allowed to charge anything other than gasoline on the ComData cards, 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.
MOTOR POOL USAGE COSTS

1. Usage costs for the cars, mini-vans or 15-passenger vans belonging to the University are charged to the department that used the vehicle for mileage only at the rate of .24 per mile. An invoice will be generated from Auxiliary Services, which should be approved by your Department Head, and returned to Auxiliary Services.

2. The 33-passenger Mini-bus usage costs will be charged at the rate of .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. You must have a minimum of twenty-five (25) people going on the trip to request the mini-bus.

SAFETY TRAINING

A Safe Van Driving Course is available through the Public Safety office. All departments wishing to use the 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. 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.

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.