

Motor Pool Policies & Procedures

I. Request Vehicle from Motor Pool

- A. Call Motor Pool to check availability of desired vehicle and make reservation.
- B. Complete and submit Motor Pool Vehicle Request Form (M/P-1) to the department head for approval.
- C. Submit the request to the Motor Pool as soon as possible prior to travel date. The form will be returned to the originating department if not filled out completely.
- D. Motor Pool representative will process the request and assign a vehicle. Vehicles are assigned on a “first come, first served” basis. However priority will be given to events in the following order:
 - a. Any event in which the university is under contractual agreement
 - b. Academic functions
 - c. Scheduled university events
 - d. Other programs/activities.Vehicle reservations will remain tentative until 30 days before departure date and subject to cancellation if the needs of the university dictate.
- E. The Motor Pool Vehicle Request Form (M/P-1) must be completed with all authorized signatures prior to obtaining a vehicle.

II. Driver’s License

Drivers of UAM vehicles must be employed by the University.

No person may operate a University motor vehicle that does not possess a current driver’s license. The driver’s license number should be entered on Motor Pool Vehicle Request Form (M/P-1). Operator’s license numbers must periodically be submitted to the insurance carrier.

Drivers with Commercial Driver’s License (CDL) must have license on file and have had a drug test. Random drug testing is performed on all drivers with CDL’s. Arrangements are made in advance and upon notification, the person must be tested within two days.

III. University of Arkansas System Vehicle Safety Program

The University of Arkansas vehicle driver safety program is intended to ensure maximum safety for all drivers and passengers of University of Arkansas vehicles by minimizing accidents and injuries resulting from vehicle incidents; eliminating the

operation of unsafe vehicles; providing adequate training to all University of Arkansas drivers; and defining clear lines of responsibility for vehicle safety.

All drivers must be authorized to operate University of Arkansas and Private Vehicles on University of Arkansas Business. To obtain authorization drivers must:

- A. All drivers must maintain a valid driver's license appropriate for the vehicle to be driven, in accordance with the requirements of all applicable Arkansas State Laws. University of Arkansas Divisions and or Department Heads should contact the State CDL-Coordinator, at DFA-Revenue Division-Office of Driver Services, phone number (501) 682-1434, to determine the specific driver's license that is required for the operation of each type motor vehicle and the license requirements for non-resident drivers.
- B. All drivers will be provided with copies of the University of Arkansas Vehicle Safety Program Driving Safety Tips.
- C. Access to driving records for resident drivers will be provided through the SVS System (State of Arkansas Website) through Information Network of Arkansas. Driving records for non-resident drivers will be obtained by sending the Authorization to Obtain Traffic Violation Record to the Department of Finance and Administration, Office of Drivers Services.

Drivers should be familiar with the University of Arkansas System Vehicle Safety Program and comply with all requirements of the program. Non-compliance could result in being disallowed to drive on university business. A copy of the entire program is included on the Physical Plant Web page under Vehicle Safety Program.

IV. Obtaining Reserved Vehicle from the Motor Pool

- A. Sign Motor Pool Report to obtain key.
- B. Sign for oil company credit card(s), if applicable.
- C. Check the fuel level before departing.
- D. After the normal workday or on weekends, the Motor Pool personnel will park the requested vehicle, locked for your later departure, outside the fence.

V. Reporting Deficiencies and Shortcomings

Drivers are the University's most valuable source of information for reporting vehicle problems and assisting in providing a vivid preventive maintenance program.

Timely reporting of mechanical problems could prevent additional vehicle damage, or the possibility of personal injury; therefore drivers should immediately report any deficiency and needed repairs discovered during vehicle operation.

VI. Oil Company Credit Cards

Drivers should sign for credit cards at the Motor Pool and limit their use to a minimum. A signed copy of the sales slip indicating receipt of products and/or services rendered will substantiate all purchases. In addition to signing the license number, fleet number, and speedometer reading should be included on the sales slip. Sales slips should always be checked before leaving the purchase location and returned upon completion of trip along with the cards to the Motor Pool as stated in Section XIII, "Vehicle Turn-In".

Discount self-service pumps are to be utilized where feasible for gasoline refills. This is important not only for sound economic reasons, but also good public relations. This is in accordance with the Governor's Policy Directive, which states, in part, "All state employees shall use self-service gasoline pumps to purchase gasoline for state vehicles". Credit card purchases are limited to vehicle requirements only. No personal purchases are allowed!

VII. Driver Duties Regarding Vehicle Maintenance

Drivers are responsible for proper and safe operation of University vehicles. After driving over 100 miles, drivers are expected to insure proper oil levels, tire inflation, general inspections and other necessary maintenance tasks. Again, if during a driver's maintenance inspection, any vehicle deficiencies are noted, they should be reported to the Motor Pool personnel upon completion of trip.

VIII. Vehicle Breakdowns

For vehicle breakdowns within 100 miles of campus, drivers should call the telephone numbers as authorized in the section entitled, "Assistance from UAM Campus". The appropriate individual to replace a vehicle or assist in other matters will then be contacted.

For vehicle breakdowns over 100 miles from campus, the following are basic and general guidelines to follow:

- A. Park vehicle in a safe and secure location. This may require a tow truck. See Section IX for payment procedures.
- B. Arrange for a mechanic from the area in which the breakdown occurs to determine the extent of the mechanical problems. If repair rates and parts are reasonable, the estimate should be approved. Before the work is begun the mechanic should be aware of the method of payment agreed upon as outlined in Section IX.
- C. If help is needed from campus, see “Assistance from UAM Campus”, Section X.

UAM does not have a mobile repair unit.

IX. Emergency Repair Payments

Payment for emergency repairs can be made as follows:

- A. Obtain an itemized invoice of parts and repairs with payment made to the vendor within 30 days.
- B. By using the Oil company credit cards acquired from the Motor Pool. An itemized sales slip should be obtained.
- C. Driver may pay and submit an itemized receipt for reimbursement.

The above expenditures will require a certification written by the driver explaining the emergency and the justification for the expenditures. This should be forwarded along with a purchase order requisition and the itemized invoice along with the appropriate vice chancellor’s signature. This will serve as documentation for emergency procurements as recorded in Arkansas Statue 14-252, Section I, for purchases outside the requirements of state purchasing procedures.

X. Assistance from UAM Campus

The following are campus contacts should questions arise in regard to a specific breakdown situation:

Motor Pool (normal working hours only)	870-460-1059
Campus Security	870-460-1000

Personnel at these numbers maintain a list of individuals they are to call for various problems. When calling always provide your name, exact location, telephone number and nature of problem.

XI. Long-Term Dispatch

Departments assigned vehicles for an extended period are responsible for day-to-day maintenance, (e.g. oil and tire pressure checks). If repairs are needed, the department should submit a Motor Pool Vehicle Maintenance Request form (attached) to the Motor Pool for approval and to schedule repairs provided by UAM's maintenance department or the Motor Pool will requisition off campus repairs. The Motor Pool may also request any vehicle for normal scheduled maintenance for long-term dispatched vehicles.

XII Clean University Vehicles (effective 2/1/85)

The University does not employ a staff large enough to wash all vehicles each day after their use. Drivers are delegated the responsibility for insuring vehicles are kept clean. Drivers should not return vehicles in an unsanitary condition. The Motor Pool is authorized to charge departmental budgets a cleaning fee if this policy is not adhered to.

XIII. Vehicle Attachments and Alterations

Decals, bumper stickers, and signs are not allowed on the vehicle nor are any alterations permitted.

XIV. Vehicle Turn-In

Normal Working Hours - Vehicles, keys, credit cards and credit card sales slips should be returned to the Motor Pool immediately upon completion of the trip.

After Normal Working Hours - Vehicles should be returned to the Motor Pool and parked outside the fence immediately upon completion of the trip. Vehicles should be locked with key, credit cards and sales slips inside.

Vehicle must be parked at the Motor Pool before 8:00am the day following rental or additional daily charges will be incurred.

XV. Credit Cards and Sales Slips Not Returned to the Motor Pool

Credit cards and sales slips are to be returned to the Motor Pool, as stated in Section XIII, immediately upon completion of the trip. If, after 48 hours the credit

cards or sales slips have not been returned, the Motor Pool is authorized to charge applicable department as approved in the Motor Pool Schedule of Charges.

Lost credit cards should be reported immediately to the Motor Pool.

XVI. Vehicle Request Cancellations

The driver or the department head should notify the Motor Pool of a cancelled trip at least 24 hours before the departure time or normal Motor Pool closing time if the trip is scheduled after hours. Departments that fail to properly inform the Motor Pool of cancelled trips may be assessed a charge as set out in the Motor Pool Schedule of Charges.

XVII. Lost Keys

Vehicle keys are to be returned as stated in Section XIII, upon return of vehicles to the Motor Pool. If, within 48 hours the key has not been returned, the Motor Pool is authorized to charge to the department an amount as approved in the Motor Pool Schedule of Charges.

XVIII. Privately Owned Vehicles

Privately owned vehicles, are not allowed inside the fenced Motor Pool compound. These vehicles should be parked in spaces outside the enclosed area. Vehicles loading or unloading materials/supplies must check in with Warehouse/Motor Pool personnel before proceeding.

XIX. Assigning Vehicles

The Chancellor or Vice Chancellor of Finance and Administration may approve the number of vehicles to be long-term dispatched to various departments. Also in order to meet certain objectives and goals prioritized lists may be issued to the Motor Pool.

XX. Reporting Requirements

Throughout the fiscal year the University is required by Arkansas Statutes to submit various reports pertaining to the vehicles and their usage. To assist in this endeavor drivers are expected to insure the license number, fleet number, and speedometer reading are included on the sales slips in addition to information normally required.

SCHEDULE OF CHARGES
(Exhibit A)
Effective Date 07/01/2008

FOR RENT VEHICLES (Short Term):

	<u>Mileage Rate</u>	<u>Daily Rate</u>
Buses		
25 Passenger	1.03	\$20.00
Vans		
11 Passenger	.54	\$15.00
Mini	.44	\$12.00
Sedans	.38	\$12.00
Mid-size Sedans	.47	\$12.00
Jeep	.44	\$12.00
Trailer		\$12.00

SCHEDULE OF CHARGES
Effective Date 07/01/2008

FOR RENT VEHICLES (Long-Term Dispatch):

	No. of Vehicles Approved	Charges
Chancellor' s Office	1	.44
Forestry	1	.55
Building Maintenance	12	.50
Grounds Maintenance	3	.50
Security	2	.42
Admissions	1	.39

SCHEDULE OF CHARGES
(Exhibit C)
Effective Date 01/01/2002

OTHER CHARGES:

Lost Key	\$ 5.00
Cleaning	\$15.00
Failure to Cancel Reserved Vehicle	\$12.00 - \$15.00
Credit Card and/or Sales Slips Not Returned to the Motor Pool	\$ 5.00