

FACILITIES MANAGEMENT: VEHICLE FLEET USAGE

PURPOSE:

- The purpose of the Motor Pool is to provide reliable transportation for university employees and students to attend properly sanctioned meetings and activities.

ESSENTIALS:

- Facilities Management only reserves a vehicle after receipt of a properly authorized travel request.
- Vehicles must be returned on date and time specified on the travel request.
- Credit cards (Fuelman or FleetOne) for fuel purchases are obtained from Motor Pool when a vehicle is picked up.
- Credit cards must be returned when the vehicle is returned.
- Instructions in case of accident or mechanical failure are indicated in the operator's manual located in the glove compartment.
- Notification of cancellation of trips should be reported to Facilities Management as soon as possible.
- Vehicles may be used for authorized business travel only. Personal use of Motor Pool vehicles is not authorized.
- Vehicles are assigned on a first-come first-served basis; therefore, you should process your request as early as possible. Reserving a vehicle without proper paperwork is not allowed.

PAY PARTICULAR ATTENTION:

- Process your trip request as far in advance as possible. Be sure it is signed by the traveler and at least one additional approver. Some approval processes depend on the individual department.
- Come to the Motor Pool shop to pick up the vehicle or keys between the hours of 6:00 a.m. to 3:45 p.m. Monday through Friday.
- If you have an accident be sure it is investigated and an accident form filled out.
- Be sure only authorized persons are allowed to drive the vehicle.
- Use only for sanctioned travel.
- Non-employees and persons without valid driver's licenses may not operate state vehicles.

COMMON MISTAKES:

- Failure to process trip request or trip requests not processed in a timely manner.
- Failure to pick up keys during working hours.
- Failure to return vehicle on time. Future schedules of the late vehicle will be affected.
- Failure to have an accident investigated.
- Failure to get a receipt after paying for repairs.

BEST ADVICE:

· If in doubt about what to do, call the Motor Pool at Facilities Management, 423-439-7748

WHO TO CALL:

- Facilities Management 423-439-7900
- Facilities Management Motor Pool Shop 423-439-7748