

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Motor Pool Services</b>	<b>3-021 FISCAL SERVICES July 2013</b>
----------------------------	--

POLICY

- 1.01 OSU Institute of Technology (OSUIT) operates a Motor Pool to provide transportation support for all university departments/units through the rental, care and maintenance of vehicles for official university business. Motor Pool vehicles should be requested for use before using personal vehicles for official travel.
- 1.02 Motor Pool Services is administered by the Motor Pool Supervisor under the direction of the Vice President of Fiscal Services.
- 1.03 Private use of any university-owned vehicle is prohibited by State Statute (O.S. 1981, Title 47, Section 156.1). The following guidelines are used to determine if usage fits the official travel definition:
- A. Travel directly incidental to the performance of official business, provided that the vehicle is not diverted from a reasonable and prudent route to or from its intended destination;
  - B. Transportation between temporary lodging and intended destination;
  - C. Transportation while in travel status between the intended destination, or temporary residence, and places required for the health and well-being of the traveler (meal sources, drug stores, barber shops, laundries, cleaning establishments, and other similar facilities).
- 1.04 The term “official university business” does not include the use of a university-owned or leased vehicle, or university-rented commercial vehicle for personal entertainment, the visiting of friends or relatives, or loan to or for use by guests of the university.
- 1.05 The employee must have a valid driver’s license and be prepared to show it as verification prior to operating the vehicle.
- 1.06 The employee is prohibited from using a cell phone or hand-held electronic device while operating a university vehicle.
- 1.07 The employee is personally responsible for citations received while operating the vehicle. (See also 1-022 *Texting While Driving*.)

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

PROCEDURES

- 2.01 To reserve a motor pool vehicle, an off-campus trip request form must be completed and the authorizing signatures obtained. The completed form should be submitted to the Supervisor of Motor Pool services and a copy to the Vice President of Fiscal Services not less than 48 business hours prior to planned departure. The employee who checks out a university vehicle is responsible for the safe operation and care of the vehicle while in that individual's custody.
- 2.02 There may be occasions when operation is permitted for individuals other than the designated driver. The President, Executive Vice President, Vice Presidents and unit leaders are authorized to approve such use. Use must meet the criteria under policy 1.03. If the vehicle is operated by anyone other than the designated driver without expressed authorization from an afore-mentioned leader, the designated driver shall be responsible in all circumstances.
- 2.03 While any university vehicle is in the Okmulgee area, purchases of fuel, services, and other automotive supplies should be made from the Motor Pool.
- 2.04 Failure to cancel reservations before the reserved time of departure will result in half-day charges being billed to the respective department/unit.
- 2.05 The department/unit will receive a campus vendor invoice (CVI) after the trip based upon the billing rate and actual mileage. A pre-trip check list is followed to ensure the soundness of each vehicle prior to check out.
- 2.06 The vehicle keys may be picked up prior to departure if they are available. Vehicles can be parked at state agencies or other locations as designated by the Vice President of Fiscal Services, but not at a driver's residence.
- 2.07 The hours of the Motor Pool operations are normally 7:30 a.m. to 11:30 a.m. and 12:30 p.m. to 4:30 p.m., Monday through Friday. Exceptions include, but are not limited to, holidays and other official university closings. During these times, OSUIT Police may be contacted for keys.
- 2.08 If a university vehicle is involved in an accident, the insurance information and the emergency procedures are located in the dash storage compartment. Employees should follow the instructions, make no statement concerning guilt or innocence, and immediately place a call to one of the telephone numbers listed in the procedures.
- 2.09 Motor Pool will assign vehicles in a manner that best maintains a balanced fleet vehicle mileage usage plan.
- 2.10 Motor Pool rates are composed of a daily charge plus a mileage rate. Monthly rental rates are available to those units that have sufficient travel need and funds for extended periods of time. Contact the Motor Pool Supervisor for availability and current rate information.

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

- 2.11 Half-day charges for Motor Pool vehicles are defined as vehicle usage of five hours or less and returned the same workday.
- 2.12 Full day charges for Motor Pool vehicles are defined as vehicle usage of more than five hours and returned during the same workday.
- 2.13 When the vehicle is being returned to Motor Pool, the driver should sign the Trip Evaluation Form and indicate any problems experienced with the vehicle.
- 2.14 A preventative maintenance schedule is kept on each Motor Pool vehicle. Units with monthly rental agreements are recommended to do the same.
- 2.15 All repairs on motor pool vehicles must be scheduled by and coordinated through the Motor Pool.
- 2.16 Damage to a Motor Pool vehicle may be charged back to the unit that was responsible for the damage. All insurance deductibles for accidents shall be charged to the unit responsible for the accident.

Approved: August 1996  
Revised: November 2006  
Revised: July 2009  
Revised: February 2010  
Revised: July 2013