

Facilities Management

Motor Pool Policies and Procedures

Revised November 2020

Index

- A. Use of Vehicles
- B. Procedures
- C. Rental Vehicles
- D. Rates and Additional Charges
- E. Billing Procedures

A. USE OF VEHICLES

1. Pacific University vehicles are to be used for official school functions and driven by **"authorized drivers only"** (see bottom of this document). Vehicles cannot be used for personal use BEFORE, DURING OR AFTER the group's function.
2. Vehicles are to be reserved in advance on a "first come-first serve" basis, with assignment based on destination and planned activity. Subsequent reservations will receive existing available vehicles.
3. Based on trip destination and/or length of trip, securing a **rental** vehicle may be required instead of the use of a university vehicle. This decision may require approval from the Director of Facilities Management.
4. All vehicles, except for the designated Cargo Van, are to be used for passenger use only, not heavy-duty hauling. If using a 12 passenger van, the seats may NOT be removed for transporting items. Nothing can be transported on the top of any of the University vehicles.
5. No flammables such as gasoline or propane tanks can be transported in any of the University vehicles for safety reasons.
6. No heavy objects should be placed in the seats or spanning the backs of the seats. This causes damage to the seat and the way that they are supposed to perform in the event of an accident. Any items being transported should be placed on the floor only.
7. Trailers may be requested with the use of the 12 passenger vans, as long as the driver has completed a Trailer Training session of the Driver Training program. Towing of an unauthorized trailer is prohibited.
8. **NO CELL PHONE USAGE OR TEXTING IS ALLOWED WHILE DRIVING ANY OF THE UNIVERSITY VEHICLES.**
9. **NO CHILDREN**, including children of Students, Staff, or Faculty of Pacific University are allowed to ride in any of the University vehicles or rented vehicles unless granted special permission by the Director of Facilities and Safety Management.
10. Adult individuals that are not Students, Staff or Faculty of Pacific University are not allowed to be transported in a University owned or rented vehicle without prior expressed permission by the Director of Facilities and Safety Management.
11. If you or any passenger in a University vehicle has reason to believe they may have come in contact with or exposed to any parasitic / invasive insects, (bed bugs, roaches, hair lice, etc) or any contagious disease, they must notify the Facilities Office immediately so the vehicle can be cleaned to avoid any further spreading of the condition.
12. **PETS/ANIMALS are not allowed** in any of the University owned or rented vehicles. Only exception would be for service dogs if needed. Please notify the Facilities Office prior to your departure if transportation of a service animal is needed.
13. Any authorized University driver taking the Minibus to the mountains or through mountain passes, where they may encounter snowy conditions requiring the use of traction devices, i.e. vehicle chains, must also complete a Bus Chain Training session. This training needs to be scheduled separate from the Bus Behind-the-Wheel Drive session.
14. **State driving laws and speed limits are to be obeyed at all times.** For 15-passenger vans (this applies to the University's Cargo Vehicle), the National Highway Traffic Safety Administration (NHTSA) consumer warning states "the risk of rollover increases under certain conditions". Due to these increased risks, **it is recommended that these vans not exceed the maximum posted speed limit for TRUCKS in all states. Due to the size of the Minibuses, this recommendation also applies.**

A note of caution ... with ALL University vehicles, including the Minibuses:

1. If the weather conditions are such that traction devices are required, Facilities suggests that you postpone your trip until driving conditions improve.
2. If, during your trip, road conditions deteriorate to where it is not safe to travel, it is suggested that your continued or return travel be delayed until such road conditions improve for safe travel.

B. PROCEDURES

1. **Reservations:** Reservations must be made with the Facilities Management Office prior to the use of a vehicle.

a) Reservation of the vehicle will be accomplished by:

- Confirming availability of vehicle.
- Completing a Vehicle Reservation form with budget number, signature of budget authority, requesting group/department, type of vehicle, number of passengers, driver's name, date/time of vehicle pick up/return, type of activity and destination.
- Returning completed form to the Facilities Management Office (**Vehicle will not be considered reserved until this form is received in the office**)

b) **All Motor Pool vehicles will be prioritized and assigned by:**

- Date the Facilities Management office received the reservation form.
- Distance to be traveled.
- Type of planned activity.

c) **Trips to Airport, Train or Bus Stations:** If a requesting group requires a vehicle for airport, train or bus transportation, the group must request a vehicle for the day of departure AND the day of return. Due to the limited number of vehicles in the Motor Pool, Pacific University vehicles **cannot** be left at the airport, train or bus stations.

2. **Cancellations:**

University Vehicles: Cancellation notice must be given **48 hours prior** to scheduled departure time. Saturday and Sunday trips must be canceled by noon the previous Thursday. For vehicles not used or reservations cancelled in the appropriate time, the user group will be assessed a **\$25.00 per day** fee. Cancellations needing to be rescheduled will be considered new reservation requests.

Rental Vehicles: Cancellation notice must be given to the Facilities Management office **72 hours prior** to scheduled departure time. (Other restrictions may apply depending on the rental agency policies and time of year.) Saturday and Sunday trips must be cancelled by noon on the prior Tuesday. Cancellations needing to be rescheduled will be considered new reservations.

Failure to cancel reservations will result in penalty fees and/or rental fees as assessed by the rental agency or Pacific University's cancellation policy.

3. **Vehicle Pick-up:** A packet containing keys, gasoline credit card(s), Trip Record card, Driver/Passenger Verification Form and Vehicle Pre-Trip Condition Report will be prepared and available for pickup at Facilities Management Office for all reserved vehicles. These packets need to be picked up Mondays through Fridays from 8:30 AM until 4:30 PM. Packets for weekend trips need to be picked up by the Friday prior to the weekend. University vehicles can be picked up from the secured Motor Pool parking lot located at 2352 Sunset Drive.

4. **Before leaving Pacific University**, please inspect the vehicle's interior and exterior noting any dents, scratches or damage (not already listed) on the Vehicle Pre-Trip Condition Report and also remember to circle the appropriate fuel level on this form. **Leave the card in the Motor Pool drop box, located on the Motor Pool building door.** This will prevent charges to the department for damages discovered by other individuals.
5. **Complete the Driver/Passenger Verification Form** and return form to the Facilities Office or drop in the Motor Pool drop box **before departing** from the lot.
6. **Record the starting mileage of the vehicle on the Trip record card before leaving.**
7. Vehicle must be used only by the group and for the activity to which it was assigned.
8. **Return of vehicles:**
 - a) Trip Record (Yellow card) must be accurately and completely filled out to ensure that the department/group will not be charged for additional mileage. **Information required: Driver's printed name and signature (applies to all trip drivers), number of passengers, actual hours spent behind the wheel, starting and returning mileage (odometer reading).**
 - b) The issued motor pool credit cards are to be used for refueling the vehicle if needed during the trip and before returning it to Campus (the Pacific Pride Gas Station in Forest Grove has 24 hour access for trips returning late in the evening). Occasionally the vehicles are reserved for more than one group to use during the day. For this reason, **failure to refuel prior to returning the vehicle to campus will result in an assessment of \$5.00 per gallon to the user group.** Credit Cards may **NOT** be used to fuel vehicles not owned or rented by Pacific University. **Only automotive related** purchases can be made using the University gas credit card. A receipt is needed to verify the automotive related purchase if used for other than refueling.
 - c) The Facilities Department will **not** reimburse for any fuel expenses paid for directly by the group. The charge per mile for the vehicle remains the same no matter how the fuel is paid for.
 - d) Return packet containing completed trip record card with keys, credit cards and any gasoline receipts to the Motor Pool drop box located on the Motor Pool building door.
 - e) Vehicles must be left in a clean and presentable condition.
 - f) Park vehicle in the designated space in the Motor Pool lot. Please make sure windows are closed tightly, interior and exterior lighting is turned off and all vehicle doors are secured and locked.

C. RENTAL VEHICLES

1. In the event all University vehicles are previously reserved, efforts will be made to secure vehicles from rental agencies. **Depending on the agency used, the driver must meet the minimum age requirement of that agency. Enterprise Rental Company requires drivers to be 21 years of age to drive a rental vehicle.**
2. **All drivers of rented vehicles must be authorized University drivers based upon the vehicle type they will be driving.**
3. The Facilities Management office will make the arrangements for any needed rented vehicle.
4. Enterprise Rent-a-Car is the most commonly used rental agency. It is the responsibility of the party reserving the vehicle to pick up and drop off the rented vehicle at the Enterprise lot.
5. If the vehicle requested is a large van (11 passenger including driver) the rental agency charges a three-day minimum rental fee if your request includes a Friday, Saturday or Sunday. To avoid any additional charges, the requesting party will be required to return the van to the rental agency's lot immediately following use.
6. Any damages that occur to any rental vehicle will be assessed to the responsible group up to the insurance deductible amount.
7. Any fuel purchased during the trip for a rental vehicle is the responsibility of the group. University gas credit cards are provided for use, if desired, but any charges will be billed to the group.

D. RATES AND ADDITIONAL CHARGES

1. There will be a minimum charge for the use of a Motor Pool vehicle. Minimum rates vary depending on the type of vehicle used. Contact the Facilities Management office at ext. 2799 for the current minimum charge.
2. Vehicle use charges are based upon the miles that the vehicle is driven which already includes the fuel cost. Mileage rates differ with the type of university vehicle used. These rates may also vary depending upon the prices of fuel. Please contact the Facilities Management office at ext. 2799 for the current costs.
3. There is no additional charge for the use of a trailer.
4. Costs for rented vehicles are billed to the user groups at the full rental rate. If gasoline cards are requested from the Facilities Management office for fueling a rented vehicle, the user will be billed for the amount that was charged to the gas credit card.
5. The Driver/Passenger Verification form must be completed and left either at the Facilities Office or the Motor Pool drop box before departing from Campus. A **\$5.00 fee** will be charged if this form is not left before leaving the Motor Pool lot.
6. Vehicles left dirty will be cleaned by Facilities Staff and **a minimum \$40.00 for the first hour - \$25.00 for each additional hour** cleaning fee assessed.
7. Failure to record mileage will result in an additional **\$10.00 fee** being added to the trip cost for the group. Since the mileage for these trips must be estimated, the Facilities Management Office will determine mileage.
8. If a vehicle is not returned to the proper parking location, causing Motor Pool staff to locate and retrieve it, a **\$10.00 fee** will be added.
9. Any materials (keys, credit cards, etc.) not returned will result in a **\$5.00 per day** additional charge.
10. If a key is lost, there is **up to a \$300.00 replacement fee** to have a new key made.
11. To replace a lost gas credit card, the group will be charged an additional **\$25.00** fee. The user group will also be responsible for any usage that may occur on the lost card from the time that it was lost to the time it was reported to the Facilities Office.
12. Any department using the vehicle before the allocated departure time or not returning a vehicle on time will be charged a **\$15.00 fee AND be responsible for the cost of any replacement** vehicle for the next reservation group (this could include the cost to secure a rented vehicle).
13. If a reservation is not cancelled in advance and the vehicle goes unused during the specified time of the original reservation, a **\$15.00 per day** fee will be charged to the budget number listed on the form. **(The full rental agency fee will be assessed if a vehicle was rented and the Facilities Department receives a billing).**
14. In addition, if User Group A fails to cancel a University vehicle and it goes unused, while User Group B is forced to rent a vehicle during the same time period, User Group A will be responsible for half of User Group B's rental charges.
15. If an accident or any damage should occur to any of the vehicles, the group must notify CPS and the Facilities Office as soon as possible.
16. If any damage occurs to the vehicles, the department using the vehicle will be charged for the total cost needed to repair the vehicle (and/or trailer if involved).
17. If parking and/or moving violation tickets are issued to the driver and/or the vehicle assigned, it will be the responsibility of the driver and/or user group to pay the fine. Any billings/invoices for such violations received by Facilities will be forwarded to the responsible party(s).

E. BILLING PROCEDURES

1. At the beginning of each month, the charges for the previous month are computed from the information included on the trip record card and entered on the reservation form. Charges can be computed prior to the first of the month if requested.
2. A reservation form copy will be returned to the budget unit once all charges have been compiled.
3. A billing form will be sent to the Business Office for processing.
4. Any discrepancies must be resolved directly with the Facilities Management Office.

AT ANY GIVEN TIME, ANY OF THE ABOVE LISTED MOTOR POOL POLICIES AND/OR PROCEDURES MAY BE CHANGED AS PER THE DISCRETION OF THE FACILITIES DIRECTOR.

**AUTHORIZATION TO DRIVE PACIFIC UNIVERSITY VEHICLES IS A PRIVILEGE.
ANY DRIVER FAILING TO ADHERE TO THE ABOVE REGULATIONS RISKS LOSING HIS/HER DRIVING PRIVILEGES.**

**Anyone driving Pacific University or rental vehicles must have completed the entire Pacific University Driver Training Course and be registered at the Facilities Management Office.*

**Drivers of any rental vehicle MUST BE 21, the minimum age as required by the rental agency.*

**Drivers of the university vehicles MUST BE at least 18 years of age and has held a VALID driver's license for at least one year.*

