

---

## SCHEDULING AND UTILIZATION OF UNIVERSITY VEHICLES

---

PURPOSE: To provide information related to the acquisition, use, and cost of University Motor Pool vehicles.

### I. Responsibility/Department and User

- A. User authorization: It is the responsibility of the approving department and the user to ensure that the vehicle is used for official business only (See the subsequent section III, "Use").
- B. Driver's license: Driver must have a valid license.
- C. Citations: Responsibility for traffic citations belong to the cited user.
- D. Inspections before and during use: The user is responsible for inspecting tires, brakes, horn, lights, windshield wipers, oil check, and general condition of vehicle prior to leaving Central Receiving.

If deficiencies are noted before use, advise personnel at the Central Receiving office. Should a problem develop during use of the vehicle, see the instructions on the insert sheet in the State of Idaho Accident Report Guide located in the glove box.

- E. Smoking, alcoholic beverages, controlled substances: Use or possession is prohibited in any Motor Pool vehicle.
- F. Damage during use or vehicle failure: Follow instructions on the insert sheet in the State of Idaho Accident Report Guide, located in the glove box.
- G. Safe and prudent use: All users of University vehicles are required to operate the vehicle in a safe and prudent manner. Use of seat belts is a State-mandated law and is required during the operation of any vehicle.
- H. Condition of vehicle: Maintain the auto prudently by avoiding areas where potential rock damage to transmissions and undercarriage might occur or excessive mud and debris would damage the car's interior and exterior.

### II. Vehicle Acquisition Procedure

A limited number and variety of motor pool vehicles are available through Central Receiving Monday through Friday, except holidays. Advance scheduling ensures reservation.

### III. Use of Vehicle

A vehicle is authorized for travel directly associated with:

- A. Instructional programs of the University, including field trips.
- B. Grant program administration.
- C. All approved, non-academic activities.
- D. Official University business (e.g., travel to State Board of Education meetings, high school public relations, and purposes for which travel expenses have been authorized).

E. Professional meetings by University-authorized personnel or representatives, such as State Board of Education members and University-approved associations traveling to and from meetings.

F. ASBSU organizations and those authorized by the student organization.

#### IV. Vehicle Use Charges/Costs

Charges are periodically updated, dependent upon costs. Contact Central Receiving for the charge structure. Department-caused damage will be covered by the department and State insurance.

Departments will be charged the daily rate for reserved vehicles not used, in addition to a pick up or delivery fee of 1/3 the hourly charge for campus area, and time accrued for outlying areas. No costs will be incurred if vehicle fails to operate.

#### V. Other Related Guidelines

A. Final details should be arranged beforehand with Central Receiving to avoid last minute problems such as picking up keys, appropriate credit cards, or availability of snow chains.

B. Central Receiving may only issue a vehicle if an approved copy of the [Motor Pool Authorization Form](#) has been received.

C. Notice of cancellation for a scheduled vehicle should be given to Central Receiving as soon as possible to cancel any non-vehicle use charges.

D. Return vehicle to Central Receiving immediately after trip completion and park the vehicle in the designated area adjacent to Central Receiving. Leave keys, charge card, charge slips and any related items at the location identified by Central Receiving personnel.

E. Do not park University vehicles at air terminal or similar locations for long periods of time. Have a second party drive the user to and from the airport.