



Part 3. Services, Functions and Facilities Use

Section I. ~~Physical Plant~~ Facilities Services

C. Motor Pool (Updated 8-07)

1. General

The function of the Motor Pool is to provide for the transportation needs of the University in an economical manner. For this purpose, the University keeps an assortment of vehicles such as flatbeds, trailers, tower trucks, dump trucks, buses, pickups, vans, carryalls, station wagons (small and full-sized), and sedans. These vehicles are either an “assigned vehicle” or a “pool vehicle”. An assigned vehicle is one which is rented to a department on a permanent basis. Pool vehicles are those which are rented by departments for short term purposes (i.e. trips).

The Motor Pool Coordinator is responsible for the day-to-day operations and record keeping of all vehicles which are owned by the University. The Director of the Physical Plant oversees the operation of the Motor Pool.

2. Policies and Procedures

a. Assigned Vehicles

Assigned vehicles should be arranged for with the Motor Pool Coordinator. Demand and availability will vary from time to time, but every effort will be made to meet the needs of the requesting department.

b. Pool Vehicles

Due to the constant request for certain types of vehicles, it is best to call the Motor Pool Coordinator and reserve the desired type of vehicle in advance. With advance notice, the Motor Pool Coordinator can reserve a particular type of vehicle, if available, or will make every effort possible to meet the user’s transportation needs.

If a trip is cancelled, the Motor Pool Coordinator must be informed as soon as possible so that the vehicle which was reserved may be made available for use by another department.

c. Request Procedures

All users must submit a Motor Pool request. Telephone reservations may be made but must be followed up by submitting the appropriate form. (Form MP-1 for faculty and staff or MP-4 for student drivers). The top portion of the Motor Pool Request Form should be completed and sent to the Motor Pool at Box

8137. The Motor Pool Coordinator will keep the form on file for later referral and for billing purposes. The coding procedures used by the Motor Pool Coordinator will be as follows unless specified by the user department:

7907 (travel budget) — Will be used when pool sedans are rented.

8506 (other expense) — Will be used for assigned vehicles, pool vans, pickups, and carryall rental.

8147 (field trip) — will be used when the destination and purpose section of the MP-1 is filled out as such.

9816 (athletics) — Will be used for athletic related use.

MP-1 forms are available through the Motor Pool Office, please call and a supply will be mailed to you.

d. Authorized Users Vehicle Use Policy (8-07)

~~Pool and assigned vehicles are to be driven only by authorized personnel for authorized business. Students may be authorized to drive by having a Student Driver Form (MP-4) completed and sent to the Motor Pool Office. The MP-4 forms will be kept on file for one year and should be updated at the beginning of the new school year. If a student drives for two or more departments, he or she must be authorized by each department.~~

Idaho State University vehicles may be used only for official University business. The use of University vehicles for personal or other non-official business is strictly prohibited.

(1) University Vehicles Defined: A "University vehicle" is any licensed vehicle owned, rented or leased for official University business or officially sanctioned student activities.

(2) Passenger Restrictions: Only the following persons may ride in ISU vehicles: ISU employees, persons participating in ISU projects or programs, and students participating in authorized travel. Individuals who are not on state business, or persons not participating in ISU projects, programs, or authorized trips may not operate or ride in a University-owned or leased vehicle unless prior approval has been granted by the director or designated representative(s).

(3) Authorized Idaho State University Vehicle Use: A driver must meet the following qualifications before he/she is permitted to operate a University-owned vehicle:

(a) Driver must be at least 18 years of age; or have at least two (2) years driving experience;

(b) Driver must have a driver's license that is valid in the United States; and

(c) A license background check is conducted on an employee/student who, as an integral part of their job responsibilities, must operate a University-owned vehicle. The Driver's License Record Check Authorization permits the University to conduct a record review. Authorization is sent to **Transportation Services** via fax, electronic, or campus mail, along with the University Vehicle Use Agreement signed by both the authorized driver and supervisor. Department supervisors will be notified by Public Safety

of any potential disqualifications. It is recommended the Driver's License Record Check be conducted far enough in advance prior to the semester in which the employee is required to drive, and should be repeated no less than on a *yearly basis for students*, and every *three years for faculty and staff*.

(4) Based on the Driver's License Record review, the following conditions disqualify any potential driver:

(a) Persons who have been, within the 24 month period preceding the application for qualification, convicted of or plead guilty to one or more major violations; i.e., driving under the influence of alcohol or drugs, reckless operation, hit and run, driving under suspension, fleeing from a police officer, or who acquire more than two minor moving violations, are not eligible to drive an ISU vehicle unless special arrangements, i.e., work permit, is granted with supervisory approval only. Persons who are convicted of or plead guilty to a major violation after being approved as a driver must notify Public Safety and their supervisor and their authorization may be withdrawn.

(5) Observance of Traffic and Other Regulations: State and local traffic regulations must be observed at all times. As an authorized ISU driver, infractions of such regulations are the responsibility of the individual and are subject to any fines, as well as University disciplinary action. Driving privileges may be suspended if the Transportation Services Supervisor determines that the driver of a University-owned vehicle is exhibiting poor driving habits. Repairs due to vehicle abuse or cleaning fees may be charged to the individual and/or the using department at the discretion of the Transportation Supervisor. Vehicles should not be loaded beyond their capacity with either equipment or people. The use of seatbelts by all occupants is required by law.

(6) Other Driver Requirements: In case of an accident involving an ISU vehicle, drivers must ensure that reports are filed as required by law and described below.

(a) A driver must report to his/her departmental supervisor any violations that disqualify him/her as an Authorized Driver.

(b) A driver is responsible for reporting all accidents to his/her supervisor, department/agency where the vehicle is permanently assigned, obtaining a police report, as necessary, and filing an accident report with Public Safety and Transportation Services, as well as providing copies provided to Risk Management.

e. Commuting

Use of University vehicles for commuting must have prior approval of the President or appropriate vice president or his/her designee.

The value of an employee's use of a University vehicle for personal use such as commuting to and from home is a taxable benefit and is includable in the employee's gross income and is subject to FICA, retirement, Federal and State withholding. Rates for personal use of vehicles are determined in accordance with Internal Revenue Service regulations and the calculated amounts are added to the employee's gross income on a quarterly cycle. Contact the Payroll Office for detailed information.

f. Pickup and Return

Pool vehicles are kept at the Service Station which is located on the corner of 5th and Humboldt. Keys are available at this location and an authorized signature is required before the vehicle may be released for use. Please park the vehicles around the same area where they are picked up in order to alleviate the congestion around the gas pump area.

g. Credit Cards

Credit cards are available, as needed, on a first come first served basis. If a credit card is not readily available, the Motor Pool Coordinator will make every effort to assist in this matter. Credit cards are to be used for fuel, oil, and emergency repairs only. Please note the vehicle license number on all receipts. All receipts and credit cards are to be returned to the Service Station attendant or mailed to the Motor Pool Office.

h. Repairs

All repairs, part replacements, and services are to be made through the Motor Pool. In case of an emergency, please contact the Motor Pool Office at 282-2956 during working hours or 282-2111 after hours. The Motor Pool attempts to assure that all vehicles are in a safe operational condition. Users should report any malfunctions or unusual noises or handling problems to the Motor Pool so that the problem can be corrected before the vehicle is used again.

i. Accidents

All accidents involving University vehicles shall be promptly reported first to the Local or State police or Campus Security, whichever the case may be, and then, as soon as possible, to the Motor Pool Coordinator. Required insurance information is either in the glove compartment or the registration holder of each vehicle.

j. Observance of Traffic and Other Regulations

State and Local traffic regulations must be observed at all times. An authorized driver committing an infraction of such regulations will be personally liable for any fines and may be subject to University disciplinary action. The only exception is when the accident occurs due to a malfunction of the University owned vehicle. Driving privileges may be suspended if the Motor Pool Coordinator determines that the driver of a University owned vehicle is exhibiting poor driving habits. Repairs due to vehicle abuse or cleaning fees may be charged to the using department at the discretion of the Motor Pool Coordinator. Vehicles should not be loaded beyond their capacity in either equipment or people. Please ensure that all occupants wear seat belts while the vehicle is in motion.

IDAHO STATE UNIVERSITY VEHICLE USE AGREEMENT

As a driver of a university-owned vehicle, rented or leased for official university business and/or student activities, I agree to and certify that;

1. I have a driver’s license that is valid in the United States;
2. I am at least 18 years old or have at least two years driving experience;
3. I will use a seat belt or other available occupant restraint and require all passengers the same in accordance with state law, and will not operate the vehicle unless all occupants are wearing the appropriate restraints.
4. I understand that I will be responsible for all traffic violations and fines resulting from my use of a University vehicle.
5. I will operate the vehicle in accordance with University policies and procedures and know and observe all applicable traffic laws, ordinances, and regulations.
6. I will not permit any unauthorized person to drive the vehicle.
7. I will not permit any unauthorized passengers in the vehicle (only ISU employees, persons cooperating in ISU projects or programs, and students participating in authorized trips are authorized).
8. I will not use a cell phone while driving unless it is an approved hands-free device.
9. I will obey all traffic laws and will not exceed the speed limit or drive the vehicle at speeds that are unsafe for road conditions.
10. I will be well-rested and not drive more than a total of 10 hours per day and understand it is recommended that periods of uninterrupted driving not to exceed 2 hours, separated by breaks of at least 15 minutes.
11. I will not drive the vehicle “off road” unless it is designed and intended for that use.
12. I will not allow open containers of alcohol in the vehicle or drive under the influence.
13. I will immediately report all accidents, property damage, or violations to the prescribed authority.
14. I will immediately report to my supervisor any change in my driving record that might count against or disqualify me as an authorized University driver.
15. At the time the vehicle is returned to Transportation Services at the end of the period of use, I will complete a “Deficiency Sheet” provided by Transportation listing any damage or deficiencies noted during the time of operation while in my possession.

As a University employee or student, I understand I am subject to all applicable disciplinary procedures for violations of University policies and procedures. By signing below, I certify the foregoing is true and correct. I understand that misrepresentation or omissions may be cause for disciplinary action, up to and including dismissal.

Printed Name of Driver	DL #	Bengal #
Signature of Driver	Department	Date

By signing below, I verify that my department has completed or been provided with a driver’s record check.

Supervisor’s Signature