

Oklahoma State University –Oklahoma City

**MOTOR POOL
and
MOTOR VEHICLE SERVICE**

Policy and Procedures

INTRODUCTION AND GENERAL STATEMENT

The purpose of this Policy and Procedures Letter is to inform University personnel of the services available at OSU-OKC Motor Pool and the procedures to use in requesting service.

OSU-OKC Motor Pool vehicles are:

- 1) dispensed by the Office of Safety and Security (Security);
 - 2) maintenance and repair is administered by Security
 - 3) inventory is administered by Security and Purchasing;
- all whose line of administrative responsibility is through the Vice President of Finance & Vice President of Operations.

PURPOSE AND SCOPE

The purpose of the Motor Pool is to provide the following support to all University departments, and authorized staff:

- a. A pool of sedans, vans, and pick-up trucks for official University use;
- b. Fuel, oil, tires, batteries, antifreeze, and other automotive supplies for University owned motor vehicles; and
- c. Automotive repair service for University owned motor vehicles.

UNIVERSITY POLICY AND STATE LAW

Private use of any University-owned vehicle is prohibited by State Statute (O.S. 1981, Title 47, Section 159.7). All University-owned vehicles shall be used strictly for official business. The following guidelines shall be used in determining whether vehicle usage fits the official usage requirement:

- 1) Travel directly to the performance of official business, provided that the vehicle is not diverted from a reasonable and prudent route to or from its intended official purpose;
- 2) Transportation between temporary lodging and temporary duty station;
- 3) Transportation while in travel status between the temporary duty location or temporary residence and place where meals are taken, drug stores, laundries, and other similar places required for the health and well-being of the traveler;

The term "official" use or purpose does not include the use of a University-owned or leased vehicle or commercial rental vehicle for personal entertainment, the visiting of friends or relatives, or loan to or use by guests of the University. All persons traveling in University-owned vehicles must be on official business at all times.

A Motor Pool vehicle is to be checked out only by Security.

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.

The employee is also personally responsible for citations received while operating or parking the vehicle, and that each passenger complies with seat belt restraint laws

All drivers must have in their possession a current and valid United States motor vehicle driver's license with no restrictions other than for corrective lenses. A copy must be provided to Security each year. Driver license restrictions, other than for corrective lenses, may necessitate the reservation of the ADA vehicle. Leasing vehicles from an external vendor must be arranged by OSU-OKC Motor Pool. The lease contract will be between Purchasing and the external vendor. OSU-OKC Motor Pool will be the designated location for vehicle check out and return. The total cost of the outside vendor lease will be charged to the department making the reservation. OSU-OKC Motor Pool assumes no responsibility or liability for externally leased vehicles. All charges, fees, and cancellation penalties will be billed to the leasing department.

Temporary employees may utilize a Motor Pool vehicle to complete requirements that are within the scope of their duties.

Students employed via the federal work study program may utilize a Motor Pool vehicle only if their job descriptions require them to complete duties.

Students may utilize a Motor Pool vehicle only if it is within the scope of their activity responsibilities. Prior to the trip, the driver must obtain approval from the student group advisor and Student Services Vice President or from the class instructor's Division Head and Academic

Affairs Vice President. Both must communicate the approval to the OSU-Oklahoma City Risk Management. Individuals so authorized will be considered volunteers and will be subject to OSU Policy and Procedures. Volunteers are not covered under OSU Workers Compensation policy.

Motor Pool vehicles may only be utilized by University employees. No family members or non-State employees may drive a University vehicle. Family members or non-State employees may ride in a University vehicle after obtaining written consent by the respective Vice President and receive approval from OSU Risk Management. State employees from other agencies may ride in any vehicle by first obtaining written consent by the respective Vice President and receive approval from OSU Risk Management. It will be the Vice President's responsibility to inform the Vice President of Operations when approval has been given for a non-State employee to ride in the event of a liability claim for Risk Management. Individuals so authorized will be considered volunteers and will be subject to OSU Policy and Procedures. Volunteers are not covered under OSU Workers Compensation policy.

The transportation of students requires completion of an Insurance Form. This form constitutes a Trip Plan that is required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Departments who are permanently assigned vehicles must send any employee who drives those assigned vehicles to driver training and safety course conducted by the OSU-OKC Precision Driving Training Center. It will be the departments responsibility to keep current records of the employees certificate of completion. Audits may be randomly performed by Security to ensure compliance.

Departments who are permanently assigned vehicles must develop and disseminate a departmental procedure on fuel cards, signing receipts and the use of cards. A copy must be submitted to the Security office to file and revisions updated timely.

Alcohol and tobacco use is prohibited in all Motor Pool vehicles. Driver will not consume alcohol prior to driving any Motor Pool vehicles. The department may be charged a cleaning fee to remove tobacco odors or stains.

Transportation of animals is prohibited in all Transportation Services vehicles, with the exception of pickup trucks. Animals may only be transported in the cargo area (bed) of pickup trucks safely secured within appropriate containment compartments. Exception is made for service animals as defined by ADA.

No vehicle window shall be obscured or blocked while driving on the road.

SEDANS AND PICKUP TRUCKS

Driver must be a state employee, a minimum of 18 years of age, have a current and valid USA drivers license.

Sedans will be limited to five (5) passengers per vehicle to include driver. Cargo transported in the trunk area of sedans will be limited to two hundred and fifty (250) pounds.

Pickup trucks with standard cabs will be limited to three (3) passengers to include the driver. Cargo carried in the bed area of the truck will be limited to the factory Gross Vehicle Weight Rating (GVWR) rating. When used as a tow vehicle, the tow vehicle and cargo will not exceed the factory combined weight rating.

No passengers are allowed in the cargo bed of pickup trucks at any time.

Drivers are encouraged to take a driver training and safety course selected pertinent to sedan and pickup truck operation and safety. The course training and exam will include written and hands-on drivers training. Driver certification for sedans and pickup trucks is conducted by the OSU-OKC Precision Driving Training Center.

15 PASSENGER VAN

Driver must be a state employee minimum of 21 years of age, have a current and valid USA driver's license.

Drivers must attend a driver training and safety course pertinent to passenger van operation and safety. The course training and exam will include written and hands-on drivers training. Driver certification for passenger vans is conducted by the OSU-OKC Precision Driving Training Center. A copy of the certificate of completion must be given to Security office before checkout of the van. . It will be the departments responsibility to keep current records of the employees certificate of completion. Audits may be randomly performed by the Safety office to ensure compliance.

Fifteen (15) passenger vans should be limited to a maximum of sixty-five (65) miles per hour regardless of state law. Speed should be limited to a maximum sixty (60) miles per hour on two (2) lane state and federal highways. Construction and other zones may designate other maximum speeds and must be adhered to.

PASSENGER VAN

Passenger vans may not be used as a tow vehicle.

Passenger vans may not have roof racks installed for transportation of luggage or cargo.

Fifteen (15) passenger one (1) ton rated vans should be limited to twelve (12) passengers including the driver when traveling on state and federal highways. In the event the rear seat is removed for transportation of cargo, the cargo should be limited to three hundred (300) pounds and passenger capacity reduced to ten (10). Cargo may not be stacked higher than the back of the rear seat for safety.

The restrictions on passenger vans apply to all vehicles owned or operated by any department or division of Oklahoma State University. The restrictions regarding passenger capacity do not apply to local usage at speeds less than 45 MPH.

**EXECUTIVE ORDER 2010-06:
TEXTING AND TEXT MESSAGING WHILE DRIVING**

All state employees shall not engage in text messaging or texting (1) when driving government issued vehicles or when driving a private vehicle on government business (2) when using electronic equipment supplied by the state while they are driving.

“Texting” or “Text Messaging” means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

“Driving” means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

Agency heads may exempt from the requirement of this Executive Order, in whole or in part, certain employees, devices, or vehicles in their respective agencies that are engaged in or used for protective, law enforcement responsibilities or on the basis of other emergency conditions.

RESERVATION PROCEDURES

Telephoned or online requests for advance reservations of Motor Pool vehicles are urged. Phone-in reservations may be made by calling Extension 253. Online request may be through the Vehicle Reservation Calendar found at:

www.osuokc.edu/vehicle/default.aspx

The business hours of Security Office are as follows:

Monday through Friday - 8:00 a.m. to 5:00 p.m.

Motor Pool is closed on weekends and University holidays.

Motor Pool vehicles should be returned to the OSU-OKC vehicle area located on the third floor of the parking garage..

If the departure of a Motor Pool vehicle is scheduled prior to the business hours may obtain vehicle key(s) may be picked up at the Security office located in Business Technology building BT-100. Or you call Security at 945-9111. If scheduling permits, the security officer on duty may bring the keys to you.

CHECK-OUT PROCEDURE

The person checking out the vehicle must be prepared to show an OSU-OKC identification card plus a current and valid USA driver's license. Vehicle keys and Wright Express credit card will be issued at this time (see refueling procedures below).

RETURN OF VEHICLE

At the termination of travel, the vehicle, Wright Express credit card, and vehicle key should be returned to Security during normal operating hours. Check-in after hours must be made by contacting the Security Office at 945-9111.

- 1) Each driver is encouraged to inspect the vehicle for damage upon return to the campus and must discuss any damage with Security.
- 2) The driver is responsible for fueling the vehicle before returning it to the campus. If the fuel gage displays one half full or less, the driver MUST fuel the vehicle.
- 3) The driver is responsible for removing all trash, parking receipts, and supplies/literature from the vehicle. Failure to do so may result is the suspension of vehicle privileges.
- 4) The driver is responsible for completing the yellow Vehicle Maintenance Card inside the key pouch and returning with keys.

REFUELING PROCEDURES

Wright Express fuel credit cards have been issued to each Motor Pool vehicle. All fuel purchases made with this Wright Express credit card must have the correct odometer reading entered at the pump. All receipts must be returned with the Wright Express credit card at the check-in time of the vehicle with the signature of the driver on the receipt.

Misuse of a gas credit card includes, but is not limited to the purchase of:

Food or drinks	Full service
Transactions coded as miscellaneous	Premium or Super unleaded fuel
Maps	Fuel additives

Drivers / Departments are responsible for repayment of these costs to the department.

Authorization Codes and Odometer Reading

The Wright Express credit card requires the mileage and a PIN or Driver ID number. When prompted to do so, enter the correct and current vehicle mileage (not the trip meter reading). The PIN or Driver ID is located in the key pouch.

Fuel Receipts: All receipts for fuel purchase are to be turned in along with key pouch. All receipts must be signed by the driver.

If repairs are needed while traveling in a Motor Pool vehicle, the following policy should be strictly observed.

- 1) Minor Repair – Items such as belts, hoses, flat tires, etc., are easily replaced by any competent full-service station and may be purchased with the Wright Express credit card.
 - a) Upon return to campus, a yellow Vehicle Maintenance Form located in each key pouch may be filled out and given to the Business Services office to inform them of any needed vehicle repairs/maintenance needed. Receipts must be turned into Security.
 - b) To contact Security directly about repairs/maintenance, please call 405-945-3253 or email security@osuokc.edu.
- c) Major Repair – There may be incidents that require major repair and/or render the vehicle unsafe or inoperative, such as engine, electrical, transmission, brakes, steering, etc., problems. In this event, contact Security directly about repairs/maintenance, please call 405-945-3253 or email security@osuokc.edu.

PREVENTIVE MAINTENANCE

A complete preventive maintenance program is followed for each Motor Pool vehicle. However, due to normal usage, vehicles may need additional attention. Departments/Individuals should contact the Office of Safety and Security office if they notice maintenance issues.

REPAIR SERVICES

Repair service for OSU-OKC Motor Pool vehicles will be procured by Security to schedule maintenance and repairs and to pick up the repaired/serviced vehicle.

Under University policy, departments are not authorized to procure repairs, parts, or supplies for vehicles.

Security will endeavor to give prompt and timely repair service in all instances. However, at times, priority must be given to certain types of vehicles and persons or departments. In those cases, Security will determine priority of service to be rendered.

Under **NO** circumstances should the driver abandon a Motor Pool vehicle without being given explicit permission to do so or unless there is a life/safety issue that deems it necessary.

ACCIDENTS

If a Motor Pool vehicle is involved in an accident, the following procedures must be observed:

- 1) Locate the insurance information and accident information forms which are located in the visor storage pouch attached to the passenger sun visor of each Motor Pool vehicle.
- 2) Follow the instructions and make no statement concerning guilt or innocence.
- 3) You must contact local law enforcement or highway patrol to do a report of the accident regardless of the damage to either vehicle or if the other driver tells you it is not necessary.
- 4) Immediately obtain the license plate information from the other vehicle in the event they try to leave the scene of the accident.

INSURABILITY OF OSU EMPLOYEES AFTER AN ACCIDENT

Any driver of a motor vehicle involved in an at fault accident or accidents while functioning as an agent of the State and in which the driver acted negligently (and caused personal injury and/or property damage) shall be required to attend and successfully complete a Motor Vehicle Improvement (MVI) course. Such course shall be approved by the State Risk Management Division and must be attended within six (6) months of the date of the accident. Failure to successfully complete an approved MVI course shall result in the driver of the state vehicle being declared uninsurable by the State Risk Management Administrator until such time that the driver successfully completes the required course. [OAC 580:25-9-1(3)(G)]

Any Driver of a motor vehicle, while functioning as an agent of the State that is involved in two at fault accidents in a twenty four (24) month period shall, in addition to paragraph G, be declared uninsurable by the Risk Management Administrator for a period of three (3) months following the second accident. [OAC 580:25-9-1(3)(H)]

OSU-Oklahoma City Risk Management will be the coordinating office with DCS Risk Management. The Director of OSU Risk Management will attempt to notify OSU employees involved in at fault accidents and help identify an approved Motor Vehicle Improvement Course. However, the “at fault” driver is responsible for scheduling, funding and attending the required MVI course within the allotted time after the accident. Drivers must understand the clock starts on the date of the accident, not the date contacted by Risk Management.

For more information on Office of Administrative Rules, Oklahoma Administrative Code (OAC), please go to: <http://www.oar.state.ok.us>

In the event of a breakdown or accident, call one of the numbers located on the card in the key pouch for additional directions to report the incident and what information you will need to gather and turn in once you are back on campus.

VEHICLE INVENTORY CONTROL

Security and Purchasing shall maintain a current and complete inventory of all Motor Pool vehicles compiled from the following:

- 1) Current OSU vehicle number
- 2) Make, model, class and year of all vehicles
- 3) Purchase date
- 4) Original cost
- 5) VIN number
- 6) License tag number
- 7) Vehicle location, if applicable
- 8) Type of fuel used in the vehicle

VEHICLE ACQUISITION AND DISPOSAL

Any vehicle purchase or disposal will be authorized by the Vice President of Finance and Vice President of Operations. The purchase request for approval shall include a copy of the purchase order or requisition and state the following:

- 1) The intended use and justification for the vehicle;
- 2) Whether the vehicle is a replacement, addition, etc.
- 3) Whether the purpose of the vehicle has changed since the last replacement;
- 4) Any options selected over the standard equipped vehicle with justification for the options.
- 5) The supplier of the vehicle;

DEPARTMENTAL MONTHLY INVENTORY REPORT

Any department solely responsible for maintenance of all vehicles used within their department shall submit a report of all vehicles it owns monthly to Security. The report shall be due on the 5th of each month and shall contain information for each vehicle owned representing the month preceding the report, which includes:

- 1) Agency name and number;
- 2) Vehicle number;
- 3) Hours or mileage;
- 4) Fuel cost and number of gallons used;
- 5) Type of maintenance performed on vehicle specified in the following manner:
 - a) preventive maintenance - internal repair;

- b) preventive maintenance - outside repair;
- c) body work - internal repair;
- d) body work - outside repair;
- e) mechanical repair - internal repair; or
- f) mechanical repair - outside repair.
- 6) Cost of any repairs listed pursuant to (5) of this subsection.
- 7) Monthly inventory reports will be submitted to OSU-Stillwater by Security and shall be due on the 10th of each month representing all university owned vehicles.

Recommended changes, corrections, additions, and deletions to the Motor Pool and Motor Vehicle Services Policy and Procedures.

Any user of these procedures is encouraged to recommend changes to the policy that they feel might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the Director of Emergency Management at the address below for coordination, comment, concurrence and approval.

Effective: July 2010

Revised: Nov 2010, Dec 2010

Revised: Sep 2011, Oct 2011

Revised: Nov 2016

Natalie Shirley, President

Michael Widell, Vice President, Operations

Sam Cox, Director, Office of Security and Safety
coxjs@osuokc.edu
405-945-0550
Business Technology, Room 100