
OFFICE OF THE CHANCELLOR

University of New Orleans

Administrative Policy & Procedure

AP 10.01

Effective Date: 07/01/2009

Supersedes AP 10.09 dated November 19, 1990

SUBJECT: Use of University Motor Pool Vehicles

PURPOSE: To provide a systematic method to ensure all University motor pool vehicles are properly accounted for and controlled, as well as operated by authorized drivers.

AUTHORITY

Article VII, Section 4, By-Laws and Regulations of the Board of Supervisors of the Louisiana State University System

This document is in accordance with LSU System Permanent Memorandum 21: Use of University Automobiles and Trucks.

OBJECTIVE: To establish a process of requesting and authorizing the use of University motor pool vehicles, as well as to assign individual and departmental responsibilities within the process.

DEFINITIONS

1. Authorized Driver - as required by the Louisiana Office of Risk Management (ORM) and AP 10.6, Driver Safety Program, all employees (full-time or part-time employee and student worker) at the University of New Orleans and the UNO Foundation that are eligible to drive a University vehicle must submit their official driving record for review and be cleared by the Office of Environmental Health and Safety. Only University employees are authorized to operate University vehicles. Only the Chancellor of the University can authorize a non employee to drive a University vehicle. Once a driver has been approved, their name will be added to the Approved Driver's List, maintained on the Facility Services Website.
 2. Motor Pool – a collection of vehicles owned by the University which are available for use by any University of New Orleans Authorized Driver for University business. Personal use of these vehicles is prohibited. *Note: Motor pool vehicles are not to be confused with University Department owned vehicles or UNO Foundation owned vehicles.*
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GENERAL POLICY

Departmental request for the use of motor pool vehicles must be authorized by the College Dean or Administrative Department/Unit Head. All trips will be billed to the requesting department's travel budget at the current travel mileage rate. Only drivers on the Approved Driver's List will be allowed to operate a motor pool vehicle. Procedures for reserving, pickup and return of motor pool vehicles are defined by Office of Facility Services Management.

PROCEDURE

1. RESERVATION OF VEHICLE

- A. Departmental Requests.** All reservation requests to use motor pool vehicles must be approved by the College Dean or Administrative Department/Unit Head since the cost of the travel mileage will be billed to the requesting department's travel budget.
- B. Approved Departmental Drivers.** Departments requesting the use of a motor pool vehicle must provide the name of the employee who will be driving the vehicle. This individual must have successfully completed the University's Drive Safety Program (AP 10.06)
- C. Passengers.** Official guests of the University may be transported and are covered by the Louisiana Automobile Bodily Injury and Property Damage Liability Policy as well as students for field trips. No unauthorized personnel may be transported in University vehicles. This prohibition applies to families of employees, hitchhikers and the like.
- D. Reservation.** To reserve a motor pool vehicle the requestor should first check the availability of that vehicle on the motor pool calendar within the UNO Facility Services web site <http://facilities.uno.edu>. After confirming the availability of that vehicle, the requesting department should contact Facility Services to complete a *Request for Reservation of University Vehicle Form*. In addition, the department must provide the approved departmental driver's name and a valid speed type. The requestor then forwards the form for the appropriate College Dean or Administrative Department/Unit Head for approval.
- E. Cancellation.** Departments are asked to please send a cancellation in writing as soon as it is determined that a motor pool vehicle reservation is no longer needed. This will allow the vehicle to become available for other departments. If a department does not cancel a reservation and does not pick up the vehicle at the requested time, the department may lose its motor pool privileges.

2. DISPATCHING OF VEHICLE

- A. Verification of Driver's License.** Drivers must present a current valid driver's license, and sign, at the time the Driver's Packet is picked up at Facility Services Administration.
- B. Driver's Packet Pickup.** Packet issued to the driver picking up the motor pool vehicle and consists of the vehicle key, trip ticket, vehicle registration, proof of insurance, accident form, and if required, a fuel card. Drivers may pick up the Driver's Packet (specific to the motor pool vehicle which was reserved) at Facility Services Administration, second floor Bienville Hall, up to 24 hours prior to the scheduled dispatch time. Although the packet has been picked up, the driver is not allowed to take the vehicle from motor pool space until the requested time. To do so may result in loss of motor pool privileges.
- C. Pick Up of Motor Pool Vehicle.** Drivers may pick up this packet between the hours of 8:00 a.m. and 4:15 p.m. on regular work days. When the vehicle must be picked up before 8:00 a.m. or on a holiday, the driver must pick up the packet the business day before the vehicle is scheduled for pick up, between 8:00 a.m. and 4:15 p.m. Vehicles may not be taken to an employee's home in anticipation of an out of town trip the next day unless authorized by the Vice Chancellor for Campus Services.

D. Contents of the Driver's Packet:

- i) **Trip Ticket.** This document is used by the driver to record the pertinent information of the trip, as well as the odometer reading at the beginning and end of the trip.
- ii) **Proof of Insurance.** A copy of the current insurance coverage for the vehicle, (Automobile Body Injury and Property Damage Liability) and the Compulsory Insurance Law Memorandum
- iii) **Vehicle Registration.** Current and valid registration documentation.
- iv) **Accident Form, DA 2041.** Form to be filled out in case of an accident regardless of who is at fault. *[Refer to Procedure 4 within this policy for details]*
- v) **Vehicle Fleet Card.** This card is issued for out of town trips and is similar to a credit card but it can only be used for the specific motor pool vehicle for which it was issued. This card can only be used for fuel and minor maintenance and repairs. The user must be given an assigned personal identification number (PIN) which will enable him to use the card to cover gasoline purchases and emergency repairs only at authorized vendors. A listing of authorized vendors can be obtained from the Vehicle Fleet card by calling the customer service number located on the back of the card. *[Refer to Procedure 5 within this policy for details]*
- vi) **Authorized Towing Company Information.** Phone number for towing company to use when in the New Orleans metropolitan area. *[Refer to Procedure 5 within this policy for details]*

E. Inspection of Vehicle Prior to Use. Upon pick up of vehicle and prior to departure, the driver must check the vehicle to ensure there is no visible damage to the exterior of the vehicle and all safety devices are in good operating order.

3. RETURN OF MOTOR POOL VEHICLE. When returning a motor pool vehicle, the following steps must be completed:

- A. Return To Assigned Parking Area.** The Motor Pool Vehicle must be returned and parked in a motor pool slot in front of the old Facility Services Building.
- B. Completed Driver's Packet.** The Driver's Packet, with completed trip ticket, must be returned to the Office of Facility Services Administration Office in Bienville Hall, second floor between the hours of 8:00 a.m. and 4:15 p.m. or placed in the *night depository box* after hours and on holidays. The night deposit box is located next to the front door at Bienville Hall facing Leon C. Simon Boulevard.

4. ACCIDENT REPORTING. Drivers involved in an accident, even if no visible damage, are advised to make no statements or warranties about the University's liability. The University's insurance adjusters will contact the other party within a few days after the accident. In addition, drivers must complete the following steps:

- A. Notify the Authorities.** Call the local police. Record the police item number of the Police Report. If the driver of the motor pool vehicle is issued a traffic citation or parking ticket, it is the personal responsibility of that driver to resolve that citation or ticket, to include paying all fines or assessments in a timely manner. If a driver receives a traffic ticket, or has been involved in an automobile accident and found liable, it may affect approval of any future requests for driving University vehicles.

- B. Notify the University.** Contact Facility Services Service Center at 504.280.4948 as soon as possible between the hours of 8:00 am and 4:30 pm.
- C. Complete Accident Report.** Fill out the *DA 2041, Accident Report* which can be found in the Driver's Packet. This form must be submitted to the UNO Office of Environmental Health and Safety as soon as possible.
- 5. MECHANICAL DIFFICULTIES.** If mechanical difficulties develop causing unsafe driving conditions, drivers are advised to take one of the following courses of action:
- A. Within New Orleans Metropolitan Area**
- i) **During Normal Business Hours.** Telephone the UNO Facility Services Department Service Center (SC) at 504.280.4948 and the SC will dispatch someone from the mechanics shop to secure the vehicle.
- ii) **After Normal Business Hours.** Telephone the local authorized towing company (the number will be in the driver's packet) and have the vehicle towed to the designated motor pool parking lot by the old Facility Services Building. The authorized towing company is contracted with the University therefore the driver will not be required to pay any charges occurred.
- B. Out of Town.** If the vehicle is out of town, a fleet card will have been issued with the vehicle packet. This card will come with an emergency roadside service. You are to call the emergency road side service and have the vehicle taken to a repair shop that honor's the vehicle fleet card and have the vehicle repaired. Notify Facility Services of the maintenance or repair on returning to the University.

RESPONSIBILITIES

College Dean or Administrative Department/Unit Head responsibilities include ensuring that all appropriate employees within their area have completed all necessary training and are eligible to drive in accordance to AP 10.06 Drive Safety Program.

Employee using the motor pool vehicle responsibilities include following the procedures outlined in this policy and operating the motor pool vehicle in a safe, responsible manner.

Office of Facility Services responsibilities include managing and maintaining the vehicles in the motor pool, as well as maintaining the Approved Driver's List.

Office of Environmental Health and Safety responsibilities include managing the Driver Safety Program.

Timothy P. Ryan
Chancellor