



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Vice
President for Business Affairs**

Policy No: AP-BA-48.2
**TITLE: Use of University Motor Pool
Vehicles**
EFFECTIVE DATE: March 14, 2014
CANCELLATION:
REVIEW DATE: Spring 2016

PURPOSE

To establish a process of requesting and authorizing the use of University motor pool vehicles, as well as to assign individual and departmental responsibilities for those using University vehicles.

AUTHORITY

Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System. University of Louisiana System Policy and Procedure Memorandum M-8 (System Operational Safety Plan).

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. All drivers must be approved by the Office of Environmental Health and Safety/Office of Risk Management to become an Authorized Driver. After they have been approved they will be placed on the [Approved Drivers List](#). 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.

DEFINITIONS

Authorized Driver - as required by the Louisiana Office of Risk Management (ORM) and AP-BA-13.2, Driver Safety Program, all employees (full-time, part-time, and student workers) 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 President 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.

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.*

Trip Slip – This is a form used to record destination, trip mileage and account information for departmental charges.

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 Driver Safety Program (AP-BA-13.2)

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 by checking the [Motor Pool Reservation Calendar](#).

After confirming the availability of that vehicle, complete the [Motor Pool Vehicle Reservation of University Vehicle](#) form. Be prepared to provide the name of the authorized driver(s) and a valid speed type. The requestor will then forward the form to 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 be prepared to show a valid driver's license before being issued a vehicle.

B. Driver's Packet and Vehicle Pickup. Before picking up the vehicle, drivers will sign a Trip Slip and a Dispatch Log before the vehicle is released. They will then be issued a driver's packet. This packet will contain the vehicle key, Daily Vehicle Log, vehicle registration, proof of insurance, a blank Accident Report Form, and if required, a vehicle fleet card. Drivers may pick up the driver's packet at Facility Services Administration. They may pick up this packet

prior to the dispatch time between the hours of 8:00 am and 4:15 pm on a regular work day. If the dispatch time is before 8:00 am, drivers may pick up the driver's packet the day before the schedule dispatch time. Drivers may pick up the packet on the last working day prior to a weekend or on a holiday. **Although the packet has been picked up by the driver, the vehicle must remain on campus until the schedule dispatch time.** Vehicles may not be taken to an employee's home in anticipation of an out of town trip the next unless authorized by the Vice President for Business Affairs.

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 President for Business Affairs.

D. Contents of the Driver's Packet:

1. **Daily Vehicle Log, MV-3.** This form is used to record complete and current records concerning the daily usage of all fleet vehicles assigned to the University.
2. **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.
3. **Vehicle Registration.** Current and valid registration documentation.
4. **[Accident Form, DA 2041.](#)** Form to be filled out in case of an accident regardless of who is at fault. *[Refer below to Accident Reporting for instructions and details]*
5. **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]*

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 must be returned to the Facility Services Administration Office during regular business hours.

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 may also 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. Instructions for completing the accident report, may be found at [Instructions for Louisiana State Driver's Accident Report Form #DA2041](#).

5. MECHANICAL DIFFICULTIES. If mechanical difficulties develop causing unsafe driving conditions or renders the vehicle un-drivable, drivers are advised to take one of the following courses of action:

A. Within New Orleans Metropolitan Area

1. 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.

2. After Normal Business Hours. Follow the instructions that will be provided in the driver's packet.

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 through National Auto Club. 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-BA-13.2 Driver Safety Program.

Employees operating a foundation-owned, state-owned, leased, or private vehicle that is being driven on state business are responsible for following the procedures outlined in this policy and operating the vehicle in a safe, responsible manner. Employees shall not use a Wireless Telecommunications Device (which includes hands-free devices) while driving in a state-owned, leased, or private vehicle that is being driven on state business. This includes writing, sending, or reading a text based communication and engaging in a call. Use of a Wireless Telecommunications Device is permissible for passengers in such vehicles.

Exceptions:

1. Report a traffic crash, medical emergency, or serious road hazard.
2. Report a situation in which the person believes his personal safety is in jeopardy.
3. Report or avert the perpetration or potential perpetration of a criminal act against the driver or another person.
4. Engage in a call or write, send or read a text-based communication while the motor vehicle is lawfully parked.

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.

A handwritten signature in black ink, appearing to read 'Peter J. Fos', is positioned above the typed name and title.

Peter J. Fos, Ph.D., M.P.H.
President
University of New Orleans