

# **University of Montana- Western**

## **Motor Pool Vehicle/Driver Information**

*March 27, 2003*

## **Introduction**

The University of Montana-Western motor pool offers a variety of clean, well-maintained vehicles for use by employees (faculty, permanent and temporary staff) and students at U of M-Western to perform college related business.

While using the motor pool services you will be working with the motor pool staff, who will try to help you with any questions you may have concerning your travel needs. The motor pool supervisor can be reached at Facilities Services office, phone number 7148. The motor pool staff performs a number of duties upon completion of each trip; vehicle requisition and trip tickets are checked for comments about needed repairs or problems, then vehicles are checked over for cleanliness and mechanical operation, every vehicle is filled with fuel and all fluid levels are checked and filled, and tires are checked for wear and safety.

Service work is performed by the motor pool staff on a regular maintenance schedule which is determined by a mileage schedule or use condition, whichever may apply. These services include oil and filter change, lubrication, tune-up work, tires, minor repairs, etc.

## **Vehicle Reservations**

Vehicle reservations are made directly to the motor pool in person or by calling 7148. No vehicle is to leave campus without an authorized 'Vehicle Requisition and Trip Ticket'.

Try to make all reservations at least 5 days in advance. We realize that emergency situations arise and we will try to accommodate all vehicle requests, but reservations are made on a first come, first served basis. Make your vehicle request as soon as you know your travel schedule. This allows time for the motor pool to organize all vehicle preparations for all requests. We are limited on the numbers of vehicles, so if you have changes or cancellations, please inform motor pool, as soon as possible. There is a \$15.00 charge for cancellations with less than three hours notification, except for adverse road conditions or bad weather.

Anyone wanting to drive a state vehicle that has five or more conviction points against their driver's license must inform the motor pool.

Any comments or problems with the vehicle should be noted on the vehicle trip slip so that we may make corrections before the vehicle goes out on the road again.

## **Vehicle Check Out**

The driver of the vehicle being checked out must first obtain a vehicle requisition and trip ticket from the motor pool office before departing with the vehicle. Arrive in person at the designated time and date for which your vehicle will be waiting for you at the heating plant prior to your departure time. Obtain the present mileage from the vehicle and give the plant operator your vehicle requisition slip with the outgoing mileage printed on it.

## **Vehicle Use**

Motor pool vehicles must be used for official state business and not personal use. Only authorized personnel shall drive or ride in motor pool vehicles. Family members are not allowed to “ride along”. Any individuals reported using vehicles for personal or improper use are subject to discipline.

No animals are allowed in the vehicles unless they are directly involved in college business.

Maximum speed is 75 mph or lower as posted. Traffic violations are the responsibility of the person operating the vehicle.

No one under the influence of alcohol, illegal or improperly used prescription drugs can use a state vehicle. Alcoholic beverages are not allowed in the vehicle at any time. A person whose legal prescription drug affects their ability to drive cannot drive a state vehicle.

Do not use cell phones while driving. Pull over to the side of the road to answer or place a call.

There is no smoking allowed in state vehicles.

## **Credit Card**

Use the credit card for purchase of oil, gas, and minor maintenance while in state at all times. A credit card is included in each vehicle.

Sign and obtain a receipt for all purchases. Gas credit cards are not to be used for personal purchases.

If the station will not accept the credit cards, pay in cash with your personal funds. Remember, that if you pay in cash, attach the receipt to the travel voucher for reimbursement purposes. Reimbursement will be made only with a receipt, no exceptions. Fuel the vehicles at the motor pool whenever possible.

## **Tire Purchases**

If a tire purchase is absolutely necessary, try to buy a tire at a tire distributor rather than a service station. If they will accept the credit card, this is fine. If not, have the distributor’s bill sent to U of M-W directly. If you can get home on the spare but feel you need to purchase a tire to use as a backup spare, a used tire can usually be purchased very inexpensively to use for security.

## **Accidents**

If an accident occurs, contact the proper authorities immediately, i.e. the Highway patrol or local police, and the motor pool office. Complete the accident reports, sign and exchange information with the second party as required and submit to the Business office.

## **Major Repairs/Emergencies**

If a major breakdown occurs, call the motor pool office at (406-683-7148) for instructions on how to proceed. You may call the Boiler Plant for instructions after normal business hours and on weekends at (406-683-7141).

## **Insurance**

Workers Compensation Insurance covers all employees of the State of Montana for any bodily injury. Complete the claim form at the Business office. Students are covered by a trip travel insurance policy bought specifically for that trip.

Personal belongings are not covered by insurance.

For vehicle damage, the motor pool is self-insured, for the first \$259 including towing charges for accidental damages. Liability insurance is carried by the State of Montana under a statewide fleet insurance policy for which the motor pool is billed directly.

## **Check In Procedure**

Vehicles are to be left in the Motor Pool parking area across from the Boiler Plant upon return. The vehicle keys should be brought into the key box, located in the Plant Office. Please remember to close all windows, remove any personal belongings and lock the doors. Final vehicle mileage should be given to the boiler operator or put on your vehicle trip ticket.

## **Rental Rates**

Type	Mile	Day or Hour
Car	\$ 0.32	\$ 16.00 under 60 miles
S-10 or One Ton	\$ 0.32	\$ 7.00 if less than an hour \$ 14.00 if over an hour
15 Passenger Van	\$ 0.55	\$ 20.00 under 40 miles
Minivan	\$ 0.44	\$ 18.00 under 50 miles
Utility Trailer	\$ 0.00	\$ 12.50 per trip

The day rate is a minimum. If the cost per mile exceeds the day rate, the cost per mile will be used instead. These rates are for normal vehicle use on maintained roads and streets.

In addition we charge:

The first \$ 500.00 cost for repair of damages to a vehicle will be charged to the department to which the vehicle has been temporarily assigned, unless we can recover from another driver.

The motor pool office is required to have a copy of the drivers' license on file prior to signing out a 15-passenger van. It is also required that one must take Van Safety Training before using a van. This information will be kept at the motor pool office.

**Thank you for using the motor pool!!!** We hope you have a safe and enjoyable trip and that our services help provide this for you.

We would appreciate any written or verbal comments from people using our service, which will help us, better serve you.