

ADMINISTRATIVE DIRECTIVE

6.1.1 MOTOR POOL

A. General

The Louisiana State University Health Sciences Center maintains a fleet of vehicles for official university travel. The vehicles may be used for inter-city travel for points within Louisiana, for intra-city travel, and out of state travel. The purpose of this policy is to provide all departments with a guide to University policy and procedures on the use of University motor pool vehicles. Vehicles are dispatched from the Parking Office, Department of Auxiliary Enterprises and Services, located on the ground floor of A building, room G112.

Effective July 1, 2005, charges will be associated with the use of motor pool vehicles. Please see section C. for a cost schedule.

B. Operating Procedures and Regulations

1. Reservations/Requests

Requests for use of vehicles are to be made by forwarding an internal transaction to the Parking Office between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Requests for vehicles should be made as early as possible. Advance reservations are limited to a period of six months. The request will be honored on a first come, first serve basis. The request should contain the following information:

- Date of Request
- Department
- PS Chart String
- Contact Name
- Contact phone number
- Number of passengers (including driver)
- Purpose of trip
- Pick up date and time
- Drop off date and time
- Type of vehicle needed
- Appropriate approval

2. Dispatching

All vehicles are dispatched from the Parking Office located in Room G 112. The office is open between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. The motor pool employee will not dispatch a vehicle unless prior reservation arrangements have been made and approved by the Department Head or authorized supervisor. In the event there is a date or time change on picking up the vehicle, please notify the Parking Office of this change before arriving to pick up the vehicle. Upon receipt of vehicle, the driver will do the following:

- (1) verify beginning odometer reading, and

(2) complete the required driver authorization form.

3. Fuel and Service

(a) Vehicle Expenditures While Out of Town

Purchases for vehicle expenses out of town will be made by the individual responsible for the vehicle. This individual should plan in advance to be reimbursed by submitting a Prior Approval Request for Travel prior to travel and submitting a Travel Expense Voucher after the travel is completed. The operator of a state owned vehicle shall utilize the self-service pumps unless a mechanical problem needs to be checked by an attendant or such is not available. Any employee violating this provision shall be personally responsible for the difference between full-service and self-service purchases. Handicapped drivers are excluded from this policy when the handicap makes self-service a hardship.

(b) Local Purchases

Gasoline for local travel may be purchased at designated stations located in close proximity to the Health Sciences Center utilizing the Fuelman card.

4. Repairs

If serious mechanical trouble occurs within the local vicinity, the operator should contact the Parking Office at 675-7651 and report the problem. We will in turn call maintenance to have the car towed in for repairs.

If serious mechanical trouble occurs while out of town, the vehicle should be taken to the nearest authorized service center. The operator should have the problem diagnosed and determine if repairs can be made for under \$50.00. If the cost is expected to exceed \$50.00, contact the Parking Office, at (318) 675 7651 or the Purchasing Department at (318) 675 5285 for instructions. Reimbursement may be obtained by submitting the receipts to the Parking Office.

5. Eligible Drivers

- Must be an employee of the Health Sciences Center.
- Have and be in possession of a valid Drivers License.
- Have need of a vehicle for the conduct of official business of the Health Sciences Center.
- Have completed an Authorized Driver form that is kept on file in the Parking Office.

6. Responsibilities

(a) Legal

Users must operate state owned vehicles in compliance with applicable motor vehicle laws, and in the manner that will not bring discredit upon the Health Sciences Center.

(b) Taking Vehicles Home

Keeping vehicles overnight at a home is not authorized unless prior approval has been made for extenuating circumstances. Anyone violating these or any of the procedures will be denied any future use of the Motor Pool vehicles and may face disciplinary action.

(c) Vehicle Operators

An operator of a motor pool vehicle has the following responsibilities:

- Use the vehicle during the time requested or notify dispatcher of necessary changes.
- Safely operate and secure the vehicle until it is returned to the motor pool. Damage resulting from negligence, misuse or abuse is the responsibility of the operator and/or his/her department.
- Use the vehicle in the conduct of official Health Sciences Center business only.
- Limit passengers to those authorized to be transported in Health Sciences Center vehicles.
- Report any defects of the vehicle to the Parking Office.
- If on extended travel, driver will be familiar with routine maintenance checks such as oil, tire pressure, etc.
- In the event of an accident, follow the established accident procedure and notify the Parking Office at once.
- Return the vehicle to the motor pool as soon as possible upon completion of travel.
- Complete the dispatch/invoice form and return to Administrative Support.

7. Accidents

All accidents, major and minor, shall be reported to the local police or appropriate law enforcement agency. (All accidents involving a Health Sciences Center vehicle must be reported to the Department of Human Resource Management within two working days). The operator of the vehicle or the operator's supervisor must perform the following:

- Complete an Automobile Accident or Loss Notice obtained in the Safety Office,
- Submit the form to his/her supervisor for approval,
- Forward the completed and approved form to Human Resource Management with copies to the Safety Office and Parking Office, and
- Complete and submit a Department of Public Safety the SR 10 Form required by law. This form is attached to the accident report that is obtained from the law enforcement agency.

The employee's supervisor is responsible for obtaining an accident report from the proper law enforcement agency and forwarding the report to the Department of Human Resource Management.

A complete accident procedure guide is located in the glove compartment of each motor pool vehicle.

8. Completion of Trip

(a) Forms

Complete the dispatch/invoice form by recording:

- Ending odometer reading.
- Date, time and signature of operator.
- Remarks for mechanic – unusual noises, mechanical problems
- Record of any fuel or vehicle operating purchases made during trip.

(b) After Hours and Weekends

When returning after hours and on week ends the car should be parked in the

designated parking lot and the keys left in the Security Office on the ground floor of the Medical School. In the event a vehicle will be used before 8:00 a.m. on weekends or during holidays, the keys may be checked out before 4:00 p.m. on the day prior to use or on the last working day before. The vehicle must be left in the designated parking lot until the day of departure.

C. Cost

- a) Standard Motor Pool vehicles
 - 1. \$20.00/day (5 hours or more)
 - 2. \$10.00/one-half day (less than 5 hours)

- b) Luxury or Custom vehicles - used for dignitary or Chancellor-approved transportation only - department head approval required.
 - 1. \$40.00/day (5 hours or more)
 - 2. \$20.00/day (less than 5 hours)

- c) Departments that use Motor Pool vehicles for back-up transportation must provide a blanket internal transaction for vehicle use. These departments will be billed once a month for usage incurred during that month.