

UAM OPERATING PROCEDURE 335.1

RE: Operation and Use of University  
Vehicles

July 1, 1997

Revised: February 12, 2008

(Formerly UAM Operating Procedures  
320.2, 335.1, 335.2, 535.2)

Revised: July 1, 2011

### General Guidelines

The following polices apply to the operation and use of all University Motor Pool vehicles.

1. The University of Arkansas at Monticello (UAM) maintains a fleet of vehicles to serve the educational programs of the institution.

2. The organization sponsoring the travel must be a recognized unit of the University with an institutional budget.

3. University vehicles may not be used for recreational purposes.

4. University vehicles may not be used by fraternities, sororities or social clubs.

5. University vehicles may be dispatched to University employees only. Vehicles transporting students on official trips must be dispatched to a University employee/sponsor.

University vehicles may be dispatched to students without a sponsor only if they are specifically authorized to drive the vehicle for UAM.

6. All individuals who plan to drive must provide the Motor Pool personnel with a legible copy of their valid drivers licenses. All drivers must be listed on the Trip Ticket and sign the certification. This requirement is necessary even if the vehicle is not dispatched specifically to that individual or if he/she drives only a short distance or for a limited time.

7. Normally, only University faculty, staff, and students may drive a vehicle. Nonemployees may drive only in special circumstances and only if they are listed on the approved Motor Pool Trip Ticket.

8. Individuals hired for the sole purpose of driving University vehicles are prohibited from having their family members or other nonemployees accompany them on trips. In some circumstances, written approval to grant exception to this policy can be obtained from any Executive Council member.

9. It is the responsibility of the unit/department head to initiate the hiring process to pay for the services of any driver, if necessary.

10. The use of tobacco products is prohibited in all University vehicles.
11. All federal, state and local laws are to be obeyed.
12. The unit/department is responsible for filling out the top section of the *Motor Pool Trip Ticket* prior to dispatch of a vehicle.
13. The unit/department should contact the Motor Pool to reserve a vehicle.
14. A University employee may take a vehicle home at night and depart from his/her residence the following day if all of the following criteria are met:
  - (A) Use of vehicle is totally within the context of official University business.
  - (B) The need is reasonable and obvious (e.g., individual is leaving very early the next morning).
  - (C) It does not disrupt the dispatch of the vehicle to other users.
  - (D) Must be approved by the unit/department budget manager.

The above criteria and common sense would also apply to taking a vehicle home after a trip. The unit/department will be charged for the total number of days the vehicle is in its possession. Partial day usage is charged at the full daily use rate.

15. Other guidance for the use of University vehicles can be found in the publication entitled **Motor Pool Policies and Procedures**, including the priority of assignment.

#### Schedule of Charges

The schedule of Motor Pool charges (enclosed) is established by the UAM Executive Council and is adjusted as deemed necessary. Partial day usage is charged at the full daily use rate. Vehicles which are reserved and the reservation is not canceled at least 24 hours prior to the reservation date will be charged at the full daily use rate. Motor Pool charges are designed to cover the institution's cost of fuel, oil, and repairs. Charges to grants and other non-UAM entities may also cover insurance and vehicle replacement costs.

Users of Motor Pool vehicles for transporting students for academic classes will be charged the mileage fee only. The daily use charges will not be levied. Applicable units/departments will pay the insurance deductible (on vehicles that have full coverage) if the vehicle is involved in an accident and the University driver is at fault. The unit/department will assume all costs for repairing the vehicle (on vehicles that do not have full coverage insurance) when the University driver is at fault.

## Credit Card Use

Credit cards are issued to those to whom the vehicle is dispatched. These cards are to be used as a means of paying for gas, oil or emergency mechanical services only. State and University policies and procedures prohibit purchases, other than those relating to vehicles, on oil company credit cards. All purchases must be substantiated by a signed copy of a detailed sales slip indicating receipt of products and/or services rendered. In addition to the information normally required on receipts, the driver will ensure that the following information is on the receipt:

License plate number of the vehicle  
Fleet number of the vehicle  
Odometer reading

Cost per gallon of fuel  
Number of gallons of fuel

Sales slips should always be checked before leaving the purchase location for accuracy of the receipt information. Sales slips and credit cards should be returned to the Motor Pool with the vehicle. The Motor Pool is authorized to charge the applicable unit/department if receipts are not returned on time, as approved in the schedule of charges.

In accordance with the Governor's Policy Directive, "All state employees shall use selfservice gasoline pumps to purchase gasoline for state vehicles." This is important not only for sound economic reasons, but also for good public relations.