

WABASH COLLEGE

MOTOR POOL PROCEDURES

(Revised Feb. 2018)

Policy

Wabash College is committed to meeting the transportation needs of faculty, staff and students through a centralized campus motor pool. College vehicles are available for use by faculty, staff and students who are at least 18 years of age with a minimum of one year of driving experience, (21 years of age with a minimum of three years of driving experience for 11-passenger vans) and have a valid driver's license for states in the continental U.S. All drivers must also be approved by the College's insurance carrier. To be approved please provide a copy of your driving record, copy of your license, and a signed release form which can be obtained by contacting the College's Travel Coordinator at motorpool@wabash.edu or 361-6438. Approvals are processed and the list of approved drivers is maintained in the Business Office.

College-owned or College-rented vehicles are to be used for College business only. If student groups request vehicles, they must first be approved in writing by the Associate Dean of Students and received by the Travel Coordinator before the reservation can be confirmed. If College-owned vehicles are not available at the time a request is made, a vehicle will be rented from a third party.

A driver must be 21 years of age to drive an 11-passenger College van. Anyone requesting an 11-passenger van must complete and pass the online test. Request information about the test from The Travel Coordinator (Business Office) ext. 6438.

Smoking and animals are prohibited in College-owned vehicles.

The College will incur all operating, repair and maintenance expenses for vehicles issued on a rental basis and in turn will charge the department on a per mile basis, according to the College's established limit.

It is permissible to drive a personal vehicle for College business. Reimbursement for mileage when driving one's own vehicle may be requested, according to the College's established limit. However, note that both liability and property insurance follow ownership of the vehicle. Any student, faculty or staff member who chooses to drive his or her personal vehicle on College business assumes primary responsibility for both liability and property insurance.

Vehicle Reservation Procedure

All vehicle reservations at the College are managed and administered by the College's Travel Coordinator, who can be reached at motorpool@wabash.edu or 361-6438.

Individuals may reserve a vehicle using the Motor Pool Scheduler at www.wabash.edu/scheduler (**preferred method**), or by e-mail to motorpool@wabash.edu, or by calling the Travel Coordinator. Requesters are encouraged to make reservations well in advance. The College will normally be able to fulfill any reservation request received with at least **24 business hours** advance notice.

The information needed for reservations includes:

- Purpose of trip
- Destination
- Department name
- Account number to be charged
- Whether or not the reservation includes a request for the College to provide a driver (or multiple drivers, if necessary)
 - If yes, any special instructions for the driver(s) about this trip (flight information, special passenger needs, etc.)
 - If no, the name(s) of the approved driver(s) who will be driving on this trip
- Number of people to be transported (including driver)
- Type of vehicle desired,
- Dates of reservation, including pick-up and return date and time
- Any additional, relevant trip information

If the requesting party provides its own approved driver(s) for the trip, the driver's name(s) should be provided at the time of reservation. **All requests for the College to provide a driver must go through the Travel Coordinator, who will secure members of the College's pool of drivers to meet these requests.**

Reservations will be confirmed by e-mail, once the availability of the vehicle and/or driver is confirmed. Allow sufficient time for pick up and return of the vehicle. When cancelling a reservation, please notify the Travel Coordinator promptly.

If a student group requests a van, a minimum of seven people is required before an 11-passenger van can be reserved. There are no restrictions on using the vans for guest or recruitment pickups. The College requires a minimum of **24 business hours** advance notice when requesting an 11-passenger van. Note during certain times of the year, especially surrounding break weeks in Fall and Spring, requests for vans may require up to two to three weeks additional lead time.

Vehicle Pick-Up and Drop-Off Procedures

A representative from Campus Services or other College official must be present any time a College-owned or College-rented vehicle is signed out in order to administer check-out procedures. **For this reason, the College's normal procedure is that vehicles may only be picked up between the regular business hours of 8:00am – 4:30pm, Monday through Friday.** All requests to pick up a College-owned or College-rented vehicle outside of normal business hours must be arranged in advance with the Travel Coordinator.

Vehicles are located in the Jennison Street parking lot adjacent to the Campus Services shipping and receiving building (402 Jennison). There is sufficient parking for individuals picking up college vehicles to park their personal vehicles if needed. Keys are issued from the Campus Services building (309 Martindale Drive) south of Martindale Hall. A card for recording mileage will also be provided. Gas cards will be provided in the glove box of vehicles owned by the college. For Rentals, the cards will be in the wallet with the keys. The fuel card can be used at any gas station. You will need a password to use the fuel card. The password/driver ID # is 1832. Bring all gas receipts to Campus Services when dropping off the keys.

For safety and liability reasons, a roster of names of all persons who will be riding in any College-owned or College-rented vehicle(s) (including the driver) must be presented to a Campus Services representative or other Wabash official at the time of vehicle pick-up. The roster of names may also be submitted in advance to the Travel Coordinator. Vehicle keys will not be distributed unless a roster of all riders' names is provided.

All college-owned vehicles must be returned with the gas tank full. For rentals, only fill the tank to where it was when it left Wabash. Upon returning a vehicle, please record the ending mileage on the card provided at the time of pick-up, and return this card along with the keys and receipts for gas and/or repairs to the Campus Services shipping and receiving building. For returns after normal business hours, a drop box is available at the Campus Services Office. If there is a problem concerning the condition or operation of the vehicle, contact Campus Services at campserv@wabash.edu or 361-6383. Please remember to lock the vehicle when returned to campus.

Accidents

Accident report forms are located in the glove compartment of all motor pool vehicles. Should you be involved in an accident, please fill out the accident report form and send to Tom Keedy in the Sparks Center immediately. If the accident makes the vehicle inoperable, call Tom Keedy at his office at (765) 361-6227 during regular office hours. After business hours, call Campus Security at (765) 361-6000 or Tom Keedy's cell phone at (765) 376-2699. Please take pictures of the damage to all vehicles involved.

