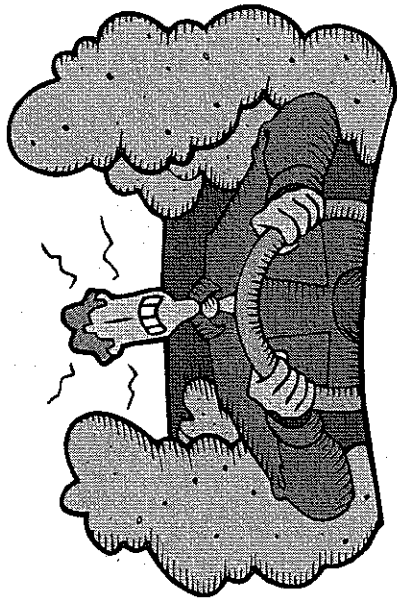


Boise State University Motor Pool Users Guide



Policies and General Information.

Hours of Operation:

Mon - Fri 8:00 a.m. to 4:30 p.m.
Closed Holidays and Weekends.

Contact us at 208-426-1992 for additional
information regarding Motor Pool vehicles.

Date: 2 October 07

POLICIES:

Use: Motor pool Vehicles may only be used for official University or State business.

Paperwork: Motor Pool rental at Central Receiving can only issue a vehicle if an approved copy of the Motor Pool charge Form has been received. The form must have; An org. code and/or grant code. Appropriate approval signature. Inclusive dates of travel, and drivers name.

Forms: When renting a University vehicle from Motor Pool, the authorized vehicle driver must have a valid drivers license and complete the University's Driver Expectations Form.

When renting **11 or 12-Person Vans** from Motor Pool, the authorized University vehicle driver must present a completion certificate for the University required **12-15 Passenger Van Driving Improvement Course**, as well as a current driver's license. For additional information, refer to the Risk Management & Insurance website: <http://rmi.boisestate.edu>.

No more than 12 persons, including the driver, may occupy any vehicle.

RESPONSIBILITY:

The driver who signs the Motor Pool charge form at the time of pick up assumes responsibility for the vehicle to include safe operation and damage prevention.

The driver is responsible for inspecting the vehicle prior to use.

Traffic citations are the responsibility of the cited user.

Smoking and/or the use or possession of alcoholic beverages or controlled substances is prohibited.

ACCIDENT REPORTING:

If you are involved in an accident:

- Notify the police, even if on private property.
- Do not comment on or accept responsibility for the accident. Give information as requested by police. Fill out the State of Idaho Auto Accident Report Guide (Located in the glove box).
- Advise the Motor Pool and Risk Management as soon as possible.
- Forward the completed Auto Accident Report Guide, signed by the driver's supervisor, to Risk Management and Insurance, ASAP. <http://rmi.boisestate.edu>

Email: breckskinner@boisestate.edu
[426-5955](tel:426-5955) or jcoffey@boisestate.edu
[426-3636](tel:426-3636).

The original accident report must be returned to Motor Pool with the vehicle prior to sending to Risk Management & Insurance.

Departments may be liable for some or all of the costs of damages in accidents.

Emergency Phone Numbers:

Motor Pool 208-426-1992
Vehicle Maintenance 208-426-3592
Facilities: 208 426-1409
Risk Management & Insurance:
208-426-5955 or 208-426-3636

VEHICLE BREAKDOWN:

In the event of a mechanical failure with the vehicle, advise Motor Pool as soon as possible. The Wright Express fleet card, or gas card, is also good for most vehicle related products and repairs. If the vehicle can not safely operate, have the vehicle towed to the nearest dealership or service center. For any vehicle products, repairs or towing, check to insure that the Wright Express card is acceptable.

OPERATING GUIDELINES:

Operation: All users of University vehicles are required to operate the vehicle in a safe and prudent manner.
Seat Belts: Use of seat belts is a State law. The driver is responsible for all passengers use Off-Road: Motor Pool vehicles are not intended for any off-road driving. Stay in paved areas.

If you must drive off-road, notify Motor Pool prior to vehicle use.

VEHICLE RETURN:

When returning a vehicle after normal working hours: park the vehicle in the gravel lot next to the FO&M loading dock. Lock the vehicle and place the key and/or gas card in the after hours lock-box located on the white pillar at the east loading dock.

When returning a vehicle during normal working hours: Park the vehicle in its assigned parking spot, leave the vehicle unlocked, and return the key and/or gas card to the Motor Pool desk. Never leave a key in a vehicle.

Reservations: Departments will be charged the daily rate for reserved vehicles not used. Failure to return a vehicle on time will result in an additional fee of a minimum \$20 per day and may include additional fees incurred for rental replacements.

Cleanliness: Please pickup any trash in the vehicles interior when returning. Users will be charged \$25 to clean up excess trash or any other unusual mess left in or on vehicles.

EQUIPMENT:

Vehicle must be returned with all equipment intact, or replacement costs will be passed to your department.

As per Idaho Law, Motor Pool vehicles are outfitted with fire extinguishers and first aid kits.

Other items like snow chains, towing ball with hitch, and severe weather travel kits are available at no additional cost.

If a user needs seats removed for additional storage space, the Motor Pool must receive a work order request 24 hrs prior to rental.

ADVISORY NOTE:

Over loading 11, 12 or 15-Person vans raises the center of gravity and increases the risk of rollover under certain conditions.

Load and drive all vehicles in a safe and prudent manner.

When leaving the vehicle unattended, lock the doors and leave it in a location that reduces exposure to damage.

Drivers should not talk on a cell phone when driving a vehicle, especially one with passengers. If you must take a call, safely pull to the shoulder and park before answering a phone.