Motor Pool

OVERVIEW
Motor Pool provides vehicles to authorized WSU faculty, staff, and students who travel on WSU business. Motor Pool provides vehicles for WSU Pullman and some non-Pullman locations.

WSU Pullman Motor Pool
Motor Pool is located in the Markley Services Building on 2325 East Grimes Way at the WSU Pullman campus.

Motor Pool is operated by Facilities Services, Operations.

Non-Pullman Motor Vehicle Departments
Some non-Pullman locations have campus motor vehicle departments, which provide vehicles to authorized faculty, staff, and students who travel on WSU business.

Contact the campus motor vehicle department for information about scheduling vehicle rentals, and for vehicle release and return times, procedures, and requirements for non-Pullman locations.

Report needed service or repairs to the campus motor vehicle department, as applicable, when returning a vehicle (see Report Needed Service/Prompt Return below).

SCHEDULING PULLMAN MOTOR POOL VEHICLES
Use the Administrative Information Systems (AIS) Campus Automobile Reservations System (CARS) application to schedule Motor Pool vehicles. Refer to BPPM 85.33 to obtain approval to reserve vehicles through CARS. Sedans, station wagons, all-wheel-drive vehicles, 7- and 8-passenger vans, cargo vans, pickups, and towing pick-up trucks may be scheduled through CARS. Refer to the Motor Pool Rates website for the rate schedule, at:

facilitiesservices.wsu.edu/MotorPool_Rates.aspx

If access to CARS is not available, telephone Motor Pool at 509-335-9085. Provide Motor Pool with the following information:

- Trip destination.
- Type of vehicle needed.
- Driver's name and license number.
- Length of time the vehicle will be checked out.
- Dates of planned use.
- Purpose of travel.
- Number of travelers.
- Supporting account or requisition number.

The scheduling date determines priority. Normally, scheduling one to three weeks in advance of need insures availability. However, it is sometimes possible to obtain a vehicle on very short notice.

Cancellations
Scheduled vehicles must be canceled prior to 24 hours before the scheduled pick-up time in order to avoid a penalty assessment of
Motor Pool

Cancellations (cont.)

one day's minimum daily charge. Use CARS or telephone the Motor Pool office to cancel a vehicle rental.

As a customer service policy, the Director of Facilities Services has authority to approve adjustments to rental charges if extenuating circumstances arise.

Long-Term Rentals

Vehicle rentals of 30 days or more qualify for the lower long-term rental rate. (NOTE: Long-term rentals cannot be scheduled through CARS.) See the Motor Pool Rates website for the rate schedule, at:

facilitiesservices.wsu.edu/MotorPool_Rates.aspx

Requirements

At least one of the following conditions must exist prior to assignment of a passenger motor vehicle on a long-term basis:

Travel Requirements

For passenger motor vehicles, travel requirements are demonstrated to average or are reasonably estimated to average not less than 2,000 miles per year or 80 percent of working days.

This travel shall not include any travel by the assignee between home and duty station. Those permanently-assigned passenger motor vehicles that do not maintain this mileage over a three-month period are to be returned to Motor Pool.

24-Hour Call

Individuals requiring the vehicle are on 24-hour call and all of the following conditions exist:

• A state-owned or operated passenger motor vehicle is not available on a 24-hour dispatch basis.

• It is not practical to provide for such transportation by the use of other vehicles.

• The frequency of such travel on call is greater than would justify requiring the employee to use his or her own personal vehicle.

Special Needs

A need exists for a specially equipped or special purpose passenger motor vehicle which limits the use or which is essential to a particular program, individual, or purpose see Special Purpose Vehicle below).

Exceptions

The permanent assignment of a passenger motor vehicle for any purpose other than those listed above can only be done after a written justification for such assignment has been approved by the Washington State Office of Financial Management.
Motor Pool

Travel from Home to Work

The permanent assignment of a vehicle to an employee for use on official state business is not in itself sufficient justification to utilize that vehicle for travel between the duty station and home.

Scheduling

To schedule a long-term rental, the department chair sends a completed Vehicle Request/Justification form to the Motor Pool office.

Enter the following information:

• Dates and locations of use.
• Reason for needing the vehicle.
• Estimated monthly mileage.
• Names of drivers.

• Individual responsible for the vehicle (includes responsibility for operation, maintenance, storage, driver conduct, and reporting mileage and maintenance expense to Motor Pool each month). Include the individual’s e-mail address.

NOTE: All University- or department-owned vehicles must be maintained by Motor Pool personnel, unless the department has staff available who are appropriately classified and qualified to perform vehicle maintenance.

Driver Responsibilities

Each driver of a long-term rental vehicle is responsible for conducting a visual inspection of her or his assigned vehicle on a daily basis. The driver must inspect the following:

• Tires
• Oil
• Water
• Windows
• Lights and blinkers
• Underneath the vehicle for fluid leaks
• Any added-on devices or accessories for loose or missing bolts, cracked welds, etc. Add-on devices may include liftgates, canopies, racks, and toolboxes.

The driver is responsible for notifying Motor Pool and scheduling service for all maintenance needs noted as soon as possible.
Motor Pool

Special Purpose Vehicle  A special purpose vehicle is defined as any vehicle:

- Purchased that is not carried on a state procurement contract.

- Ordered with alterations or accessories that change any standard specification on a state procurement contract.

- Altered or accessorized by Motor Pool that changes any standard specification on a state procurement contract. Such changes may include:
  
  - Canopies
  - Liftgates
  - Air bag shocks
  - Fog lights
  - Overload springs
  - Winch/bumper

Request Documentation  Any department requesting a special purpose vehicle must submit a Vehicle Request/Justification form signed by the department chair or manager and complete the Special Purpose Vehicle agreement section of the form.

Motor Pool Approval  A department must obtain prior approval from Motor Pool before any vehicle alterations are permitted. If alterations are done without approval and damage is done to the vehicle, the department is held financially responsible for the repairs.

Damage  Facilities Services and Risk Management Services evaluate vehicle or property damage potentially resulting from gross negligence, abuse, neglect, or added-on devices or accessories. The evaluation determines whether the department or Facilities Services is chargeable for the vehicle repair.

Costs  Approval of the completed Special Purpose Vehicle agreement section of the Vehicle Request/Justification form binds the department to paying an agreed rental rate for a predetermined amount of time. This allows Motor Pool to recoup the expense of purchasing and altering the vehicle. The additional cost of any alteration and/or accessory is added into the rental rate over the predetermined time period.

Special purpose vehicle costs cannot be recouped at the sale of the vehicle. These costs include:

- Modifications. These costs are added to the initial cost of a vehicle.
Motor Pool

Costs (cont.)

- Alteration labor (e.g., labor to install a liftgate). These costs come directly out of Motor Pool overhead.
- Added maintenance (e.g., repairing a damaged liftgate). These costs come directly out of Motor Pool overhead.

Motor Pool makes every attempt possible to find a new customer for a special purpose vehicle if the original department no longer needs the vehicle.

WSU PULLMAN

VEHICLE RELEASE

Check out vehicles between 7:00 a.m. to 5:00 p.m. Monday through Friday. Motor Pool is closed weekends and holidays.

Vehicle Release

The driver's department completes a "Vehicle Release Authorization."

Authorization

Vehicles are not released without a properly authorized and completed authorization form. (NOTE: CARS users may print completed authorization forms by using Entire Connection software or printing the online form screen.)

Form Completion

The following form instructions are keyed to the numbers on the sample shown in Figure 1 below. Form sections not described are considered self-explanatory.

Requisition No. (1)

If the department has established a blanket requisition with Motor Pool, enter the number in this block.

CARS Reference No. (2)

Enter the reference number assigned by CARS. If the vehicle is scheduled by telephone, Motor Pool personnel provide this number. This number is used to track the transaction in CARS and Account Balances.

Account Code (3)

Enter the account code for supporting accounts. This is not necessary if Requisition No. is entered.

Distribution (4)

Enter the percentage or dollar amount to be supported by each indicated account. Do not complete if only one account supports the rental.

Rental Period (5)

The rental period begins when the trip actually commences.

Purpose of Travel (6)

Enter the purpose of travel. The travel must be for official University business.
VEHICLE RELEASE AUTHORIZATION

Facilities Operations
Washington State University

<table>
<thead>
<tr>
<th>Requisition No.</th>
<th>CARS Reference No.</th>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
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<tr>
<th>Requisitioning Department</th>
<th>Fund</th>
<th>SFund</th>
<th>Prog.</th>
<th>Budget</th>
<th>Project</th>
<th>Distribution</th>
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<tr>
<th>Request Rental Period</th>
<th>From: Date</th>
<th>Time</th>
<th>To: Date</th>
<th>Time</th>
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<table>
<thead>
<tr>
<th>Destination</th>
<th>Purpose</th>
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<table>
<thead>
<tr>
<th>Driver's Name</th>
<th>Driver's License Number</th>
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<table>
<thead>
<tr>
<th>Departmental Approval</th>
<th>Driver's Responsibility</th>
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<tbody>
<tr>
<td>An authorized departmental official other than the traveler approves the travel and the related expenditures. See 95.35. By approving this activity, the authorized departmental official certifies that the requested vehicle will be used only for official University business in compliance with University policy.</td>
<td>I understand that upon release of this vehicle to me, I am fully responsible for its care and use. I will comply with all rules and regulations pertinent to the operation of university-owned vehicles.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departmental Signature</th>
<th>Typed or Printed Name</th>
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<table>
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<tr>
<th>Driver's Signature</th>
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<tr>
<th>Approval (7)</th>
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<tbody>
<tr>
<td>The trip must be approved by an individual who is delegated authority to approve travel (see BPPM 95.01 and 95.05). Trip approval may be documented on a Travel Authority form. If a Travel Authority was not issued for the trip, the individual with authority to approve travel signs the Vehicle Release Authorization.</td>
</tr>
</tbody>
</table>

| Even if a Travel Authority was previously issued, the Vehicle Release Authorization must be signed by a departmental officer who has been delegated expenditure authority for the supporting account. See BPPM 70.02 for an explanation of expenditure authority. |

| A traveler may not approve a Vehicle Release Authorization for his or her own travel. |

<table>
<thead>
<tr>
<th>Driver’s Signature (8)</th>
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<tbody>
<tr>
<td>The driver should not sign the form until the vehicle is actually checked out.</td>
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<tr>
<th>Distribution</th>
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</thead>
<tbody>
<tr>
<td>The department retains the yellow copy or a photocopy of the approved original. The driver brings the approved original to Motor Pool when the vehicle is checked out.</td>
</tr>
</tbody>
</table>
Motor Pool

**Check Out**

Only the individual indicated as driver on the Vehicle Release Authorization may check out vehicles from Motor Pool. Exception: If the indicated individual isn't available, the department may authorize another person to pick up the vehicle using the signed Vehicle Release Authorization form.

The driver must exhibit a valid driver's license before the Motor Pool office releases the vehicle. The driver's license number is listed on the Vehicle Sign-Out Ticket prior to release of the vehicle. *NOTE: The license must be valid for the type of vehicle driven.*

Upon checking out a Motor Pool vehicle, the driver assumes responsibility for care and maintenance of the vehicle.

**Sign-Out Ticket**

The driver visually inspects the assigned vehicle and indicates any damage on a Vehicle Sign-Out Ticket. The driver signs the ticket and returns it to the Motor Pool office.

Drivers may leave private vehicles in the on-street parking area north of the Markley Services Building while using Motor Pool vehicles. Motor Pool staff issue parking hangtags to drivers for this purpose.

**Weekend/Holiday Departure**

Present the completed and authorized Vehicle Release Authorization to the Motor Pool office prior to 4:30 p.m. on the last working day prior to the weekend or holiday. Motor Pool issues the vehicle at this time. Contact the campus motor pool office for weekend/holiday deadlines for non-Pullman locations.

The "per day" charge begins when the trip actually begins. Motor Pool staff inquire when travel actually begins for vehicles picked up after 3:00 p.m.

**Sign-In Ticket**

Motor Pool issues a Sign-In Ticket when the vehicle is released. The driver is responsible for retaining the Sign-In Ticket for completion upon return. If a Sign-In Ticket is lost, ticket replacement cards are available in the Motor Pool lobby.

**RETURNING PULLMAN VEHICLES**

**During Regular Hours**

Either the driver fills the vehicle with fuel before returning it to Motor Pool or Motor Pool personnel fill the vehicle at the Motor Pool fuel site upon return. Motor Pool charges departments the current Pullman retail price for fuel.

Return the vehicle to the Motor Pool compound.

Enter the return mileage and sign the Sign-In Ticket.
Motor Pool

During Regular Hours (cont.)

Return the keys and the completed Sign-In Ticket to the Motor Pool office.

Report needed service or repairs to Motor Pool when returning a vehicle.

After Hours

Park the vehicle in the parking area near the north gate of Motor Pool.

Lock the vehicle.

Deposit the keys and a completed vehicle Sign-In Ticket in the locked receptacle drop slot in the Motor Pool lobby.

Report Needed Service/ Prompt Return

Note needed service or repairs on the Sign-In Ticket. Drivers are requested to return vehicles at the scheduled time to permit Motor Pool to meet commitments to other users.

Should circumstances arise which delay the turn-in time, promptly notify Motor Pool. If possible, Motor Pool will alter the schedule to accommodate the user.

Penalty

Failure to return the vehicle at the proper time can result in a penalty assessment of one day's minimum daily charge for each day or portion thereof that the vehicle is overdue. This fee is in addition to the regular rental charge.

REPORTING ACCIDENTS


SERVICE AND REPAIRS

WSU Pullman

To limit costs, operators of WSU Pullman Motor Pool vehicles must obtain oil, repairs, and maintenance from Motor Pool whenever possible.

Repairs and Service

All WSU Pullman vehicles must be maintained by Motor Pool, unless the department has staff available that are appropriately classified and qualified to perform vehicle maintenance. Contact Human Resource Services for employee classification information.

Departments are required to have emissions testing, as required, and annual safety inspections conducted by Motor Pool for each vehicle.

Motor Pool maintains all inspection, maintenance, and testing records for WSU Pullman vehicles. Departments must submit record copies to Motor Pool for any maintenance performed by qualified and classified departmental personnel.
Motor Pool

Repairs and Service (cont.)

As a customer service policy, the Director of Facilities Services has authority to approve adjustments to service charges if extenuating circumstances arise.

Fuel Purchases

Departments are responsible for all fuel purchases for rental vehicles.

Departments may obtain WSU fuel credit cards to purchase fuel at a discount contract rate. For information regarding obtaining and using WSU fuel credit cards, see BPPM 95.37.

In the event that a department doesn't have a WSU fuel credit card, Motor Pool supplies a card upon request. Motor Pool bills the department at a later time (usually the following month) for fuel purchased with a Motor Pool-assigned fuel credit card.

Personal Credit Card or Cash

Drivers who use a personal credit card or cash to pay for fuel purchases complete a Travel Expense Voucher (BPPM 95.20) after returning to campus. Send the voucher and receipt to Travel Services.

Long-Term Rentals

Departments are to use access cards to purchase fuel for long-term rental vehicles from the Motor Pool fuel site. Contact Motor Pool to obtain access cards to the campus Kardgard system for obtaining fuel.

Motor Pool sends a monthly report listing all fuel site purchases to each department that obtains fuel from Motor Pool with an access card.

Non-Pullman Locations

Repairs and Service

Non-Pullman locations use local vendors, unless appropriately classified vehicle maintenance staff are qualified and available to perform repairs and service. Contact Human Resource Services for employee classification information.

The state of Washington has a contract for tire purchases. A non-Pullman department must obtain a recommendation from Motor Pool for a participating state contract vendor.

Motor Pool or the campus motor vehicle department pays for all repairs to daily and long-term WSU rental plan vehicles. Departments are responsible for scheduling service and repairs.

Non-Pullman location departments are required to have emissions testing, as required, and annual safety inspections conducted by qualified and classified personnel or local vendors for each vehicle.
Motor Pool

Repairs and Service (cont.) Non-Pullman locations must maintain all maintenance, inspection, and testing records for departmental vehicles.

Fuel Purchases Departments are responsible for all vehicle fuel purchases.

Departments may obtain WSU fuel credit cards to purchase fuel at a discount contract rate. For information regarding obtaining and using WSU fuel credit cards, see BPPM 95.37.

In the event that a department doesn't have a WSU fuel credit card, Motor Pool supplies a card upon request. Motor Pool bills the department at a later time (usually the following month) for fuel purchased with a Motor Pool-assigned fuel credit card.

Personal Credit Card or Cash Drivers who use a personal credit card or cash to pay for fuel purchases complete a Travel Expense Voucher (see BPPM 95.20) after returning to campus. Send the voucher and receipt to Travel Services.

On the Road

WSU Fuel Credit Card (Routine Service) Departments that obtain prior approval from Purchasing Services may provide WSU fuel credit cards (Comdata credit cards) to drivers to purchase routine maintenance services for University-owned vehicles (see BPPM 95.37).

Personal Credit Card or Cash (Routine Service) Drivers who use a personal credit card or cash to pay for routine service complete a Travel Expense Voucher (see BPPM 95.20) after returning to campus. Send the voucher and the receipt to Motor Pool for budget information and the Facilities Services Director's signature. Motor Pool then routes the Travel Expense Voucher to Travel Services.

Major Repair

WSU Pullman Vehicles All major repairs of $200 or more must be authorized by Motor Pool.

Telephone Motor Pool at 509-335-9085 during regular working hours or Facilities Services, Operations at 509-335-9000 after hours and weekends. They either approve repairs or suggest an alternative. If the vehicle is to be repaired, Motor Pool provides the operator with the name of an approved private garage or a nearby Washington State Department of Highways facility.
Motor Pool

WSU Pullman Vehicles (cont.) The driver signs the bill acknowledging receipt of labor and materials and returns the copy of the bill to Motor Pool. The vendor mails another copy directly to WSU Motor Pool.

Non-Pullman Vehicles All major repairs of $200 or more must be authorized by the campus motor vehicle department.

Telephone the campus motor vehicle department during regular working hours or Facilities Services, Operations at 509-335-9000 after hours and weekends. They either approve repairs or suggest an alternative. If the vehicle is to be repaired, the campus motor vehicle department provides the operator with the name of an approved private garage or a nearby Washington State Department of Highways facility.

The driver signs the bill acknowledging receipt of labor and materials and returns the copy of the bill to the campus motor vehicle department. The vendor mails another copy directly to the campus motor vehicle department.

Winter Driving Motor Pool or the campus motor vehicle department furnishes chains and snow tires for winter driving conditions. Pass and road condition reports are available at the Washington Department of Transportation web site at:

www.wsdot.com/traffic/

CHARGES

WSU Pullman Motor Pool

Rental Fees

Charging Rental Fees The rental fee consists of the daily rate and, if appropriate, a premium charge for extra miles. See the Motor Pool Rates website for the rate schedule, at:

facilitiesservices.wsu.edu/MotorPool_Rates.aspx

Rental days are calculated in 24-hour periods, beginning with the trip start time indicated on the Vehicle Release Authorization. Minimum charge is for one day. Example: A vehicle picked up at 8 a.m. and returned at noon the following day results in a two-day charge. If it is returned at 7:30 a.m. the following day, a one-day charge is assessed.
Motor Pool

Charging Rental Fees (cont.)

NOTE: Half-day (reduced) rates are available for 7- and 8-passenger vans and cargo vans, which are picked up and dropped off within four hours during a working day.

Motor Pool charges rental fees on the basis of the information on the Vehicle Release Authorization and the Sign-In Ticket.

Short-term Rentals

After the billing document is received from Motor Pool, compare billed mileage with the original trip itinerary to verify the reasonableness of charges.

Long-term Rentals

The requisitioning department reports mileage and itemized maintenance expense for each vehicle by the 25th of each month.

Non-Pullman Location Rental Fees

Non-Pullman campus motor vehicle departments charge rental fees based on information on applicable release and sign-in materials. Contact the campus motor vehicle department for more information about rental fee charges, as well as short- and long-term rentals.

Included Operating Costs

Certain operating costs are included in the rental fee which departments pay Motor Pool or the campus motor vehicle department.

These paid costs include:

- Emergency purchases of tires and batteries.
- Repair charges resulting from vehicle breakdown.
- Regular maintenance service, oil change, and lubrication.
- Auto accident liability and property damage (see SPPM 7.10).

Costs Not Included

Operating costs not covered by the rental fee include:

- Gasoline. Departments are responsible for paying fuel costs.
- Parking, ferry and bridge tolls, storage and similar services. Usually these costs are paid by the requisitioning department.
- Damage charges. Damage to Motor Pool vehicles from negligence or abuse is charged to the requisitioning department.
- Parking tickets and fines. The driver is personally responsible for payment.
**Motor Pool**

**RESTRICTIONS ON VEHICLE USE**

**Personal Use**

Motor Pool vehicles are to be used for official University business only, regardless of the source of travel funds. Use of state-owned vehicles for personal business is absolutely prohibited.

**Road Conditions**

University owned vehicles are to be driven on maintained roads whenever possible. When official University business requires that vehicles be used off-road, the following process must be followed:

- Departments ensure their employees, students, and volunteers are authorized before driving University owned vehicles off-road.

- Departments notify Risk Management Services which of their vehicles insured with the Vehicle Accident Loss Reserve Fund are authorized to be driven off-road.

  Risk Management Services may charge an additional premium or deductible for the Vehicle Accident Loss Reserve Fund for vehicles that are used off-road, depending on vehicle type and loss history.

- Departments renting motor pool vehicles must authorize that the driver is going off-road for University business and notify Motor Pool that the rented vehicle is being used off-road. Beginning July 1, 2017, an additional surcharge is added to the rental rate to include off-road insurance.

  If departments fail to authorize and notify motor pool that the University vehicle is being used off-road, they are responsible for paying all fees and damages to repair the vehicle that is not authorized to be used off-road.

  Damage investigations and final assessment of damages for off-road use of motor pool vehicles are made by Risk Management Services and Motor Pool.

**Drivers**

Authorization to drive WSU vehicles is granted by the department chair, who is responsible for the vehicle and the conduct of the driver and passengers. See **SPPM 7.10** for driver requirements.

**Students**

Only students who have been authorized by the department chair may drive.
Motor Pool

Student Driver Authorization

The department chair grants authority to drive motor pool vehicles on a Student Driver Authorization form.

Route the completed and signed Student Driver Authorization to the applicable motor vehicle office.

Student Organizations

ASWSU organizations and committees may rent vehicles from Motor Pool or the campus motor vehicle department. Other student organizations are not eligible to obtain Motor Pool vehicles.

Passengers

See SPPM 7.10 for passenger requirements.

Animals

Obtain authorization from Motor Pool or the campus motor vehicle department manager for transporting animals, birds, insects or reptiles in WSU motor pool vehicles. Permission may be granted if animals, birds, insects, or reptiles are properly caged or contained.