

Motor Pool

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

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](#)).

SCHEDULING PULLMAN MOTOR POOL VEHICLES

Use the online Motor Pool Vehicle Request in the myFacilities system to schedule Motor Pool vehicles. Electric GEM (global electric motorcars) carts, sedans, SUVs (sport utility vehicles), 7- and 8-passenger vans, cargo vans, and pick-ups may be scheduled through myFacilities. Refer to the Motor Pool Rates website for the rate schedule, at:

facilities.wsu.edu/motor-pool-rates/

For assistance, contact Motor Pool; telephone 509-335-9085; e-mail fs.motorpool@wsu.edu.

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 to avoid a penalty assessment of one day's minimum daily charge. Telephone the Motor Pool office at 509-335-9085 to cancel a vehicle rental.

Motor Pool

Cancellations (cont.)

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 myFacilities.) See [Scheduling](#) for long-term rental request procedures.

See the Motor Pool Rates website for the rate schedule, at:

facilities.wsu.edu/motor-pool-rates/

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* 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 using other vehicles.
- The frequency of such travel on call is greater than would justify requiring the employee to use their 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](#)).

Motor Pool

- Driver Responsibilities (cont.)
- 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.

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

Motor Pool

Costs (cont.)

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.
- 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 expenditure authority completes an online Motor Pool Vehicle Request in myFacilities at:

myfacilities.wsu.edu

Authorization

Vehicles are not released without a properly authorized and completed authorization. Authorization occurs in myFacilities, with account selection and submission by an authorized expenditure authority. Rental confirmation is e-mailed to the approving party once their reservation is submitted with an approved account.

Individuals picking up their reserved vehicles must provide the rental confirmation e-mail, or the rental request transaction number at the vehicle pickup window.

Online request sections not described below are considered self-explanatory.

Trip Purpose

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

Motor Pool

Approval

The trip must be approved by an individual who is delegated authority to approve travel (see *BPPM* 95.01).

A traveler may not approve a vehicle request for their own travel.

Driver's Signature

The driver should not sign the form until the vehicle is actually checked out.

Distribution

The department retains a copy of the approved vehicle request from myFacilities. The driver brings a copy of the approved vehicle request to Motor Pool when the vehicle is checked out.

Check Out

Only the individual indicated as driver on the vehicle request authorization may check out vehicles from Motor Pool.
EXCEPTION: If the indicated individual is not available, the department may authorize another person to pick up the vehicle using the signed vehicle request authorization.

The driver must exhibit a valid driver's license before the Motor Pool office releases 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 copy of the completed and authorized Motor Pool Vehicle Request 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.

Motor Pool

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.

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.

Motor Pool

REPORTING ACCIDENTS Report accidents on a State of Washington Vehicle Accident Report. See *SPPM 7.20* for details.

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.

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 an Expense Report in Workday after returning to campus. (See *BPPM 95.20* and the Workday Create Expense Report reference guide.)

Motor Pool

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 suppliers, 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 supplier.

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 suppliers for each vehicle.

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.

Motor Pool

Personal Credit Card or Cash Drivers who use a personal credit card or cash to pay for fuel purchases complete an Expense Report in Workday after returning to campus. (See *BPPM 95.20* and the Workday Create Expense Report reference guide.)

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 an Expense Report in Workday after returning to campus. (See *BPPM 95.20* and the Workday Create Expense Report reference guide.)

Repairs

WSU Pullman Vehicles All repairs 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.

The driver signs the bill acknowledging receipt of labor and materials and returns the copy of the bill to Motor Pool. The supplier mails another copy directly to WSU Motor Pool.

Non-Pullman Vehicles All repairs 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 automobile care facility.

The driver signs the bill acknowledging receipt of labor and materials and returns the copy of the bill to the campus motor

Motor Pool

Non-Pullman Vehicles (cont.) vehicle department. The supplier 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:

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:

facilities.wsu.edu/motor-pool-rates/

Rental days are calculated in 24-hour periods, beginning with the trip start time indicated on the vehicle Sign-Out ticket. 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.

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 based on the information on the Motor Pool Vehicle Request 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.

Motor Pool

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:

- Fuel. Departments are responsible for paying fuel costs.
- Parking, ferry and bridge tolls, storage and similar services. These costs are usually 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.

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:

Motor Pool

Road Conditions (cont.)

- 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. 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.

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.

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BUSINESS POLICIES AND PROCEDURES MANUAL

Motor Pool

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.