

# Oklahoma State University Policy and Procedures

**TRANSPORTATION SERVICES MOTOR  
POOL/MOTOR VEHICLE SERVICE STATION**

**3-0160  
ADMINISTRATION  
AND FINANCE  
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## **INTRODUCTION AND GENERAL STATEMENT**

1.01 The purpose of this Policy and Procedures Letter is to inform University personnel of the services available at OSU Transportation Services and the procedures to use in requesting service.

1.02 OSU Transportation Services is administered by the Manager, Transportation Services whose line of administrative responsibility is through the Associate Vice President for Administration & Finance to the Vice President for Administration & Finance.

## **PURPOSE AND SCOPE**

2.01 The purpose of Transportation Services is to provide the following support to all University departments, state agencies, federal agencies, and authorized staff:

- A. A pool of sedans, vans, and pick-up trucks for official University, state, or federal use;
- B. Fuel, oil, tires, batteries, antifreeze, and other automotive supplies for all state and federal owned motor vehicles; and
- C. Automotive repair service for state and federally owned motor vehicles.

## **UNIVERSITY POLICY AND STATE LAW**

3.01 It is contemplated that the supply of vehicles at Transportation Services will be sufficient to meet most requests. In the event a Transportation Services vehicle is not available for lease, the customer will have the option to obtain a vehicle leased from an external vendor. Leasing vehicles from an external vendor must be arranged by Transportation Services. The lease contract will be between Transportation Services and the external vendor. The OSU Transportation Services' facility will be the designated location for vehicle check out and return. The total cost of the outside vendor lease will be charged to the department making the reservation. OSU Transportation Services assumes no responsibility or liability for externally leased vehicles. All charges, fees, and cancellation penalties will be billed to the leasing department. Inquiry as to availability of vehicles should always be made before using personal vehicles for official travel.

3.02 Private use of any University-owned vehicle is prohibited by State Statute (O.S. 1981, Title 47, Section 159.7). All University-owned vehicles shall be used strictly for official business within the scope of employment. The following guidelines shall be used in determining whether vehicle usage fits the official usage requirement:

- A. Travel directly incidental to the performance of official business, provided that the vehicle is not diverted from a reasonable and prudent route to or from its intended official purpose;
- B. Transportation between temporary lodging and temporary duty station;
- C. Transportation while in travel status between the temporary duty location or temporary residence and place where meals are taken, drug stores, barber shops, churches, laundries, cleaning establishments, and other similar places required for the health and well-being of the traveler;

3.03 The term "official" use or purpose does not include the use of a University-owned or leased vehicle or commercial rental vehicle for personal entertainment, the visiting of friends or relatives, or loan to or use by guests of the University. All persons traveling in University-owned vehicles must be on official business at all times.

3.04 Transportation Services' vehicles are to be checked out by an authorized University, state, or federal employee. The authorized representative who checks out a University vehicle is responsible for the safe operation and care of the vehicle while in that individual's custody, including assignment and approval of capable and competent drivers. A driver is also personally responsible for citations received while operating or parking the vehicle, and that each passenger complies with seat belt restraint laws.

3.05 There may be occasions when official use is permitted by individuals other than University, state, or federal employees. The appropriate dean or division head, and for student organizations the Director of Campus Life (or his designee), must sanction such use as official University business and receive approval from OSU Risk Management. Individuals so authorized will be considered volunteers and will be subject to OSU Policy and Procedures. Volunteers are not covered under OSU Workers Compensation policy.

3.06 OSU Personnel driving vehicles home must submit an "Agency Authorization" form to OSU Transportation Services. Employees should only be assigned take home vehicles if they receive regular calls for responding to emergency situations. Or, if the vehicle the employee is responding with is equipped with essential equipment required for the response. A record, with all required information, should be maintained by departments providing take home vehicles. Also, Internal Revenue Service (IRS) requirements may apply in some circumstances requiring the University to maintain documentation that substantiates an employee's business and personal use of a University vehicle. The authorization of take home vehicles is subject to approval through the office of the Associate Vice President for Administration & Finance. A copy of the "Agency Authorization" form, for each employee authorized, must be on file with OSU Transportation Services.

3.07 If the vehicle is operated by anyone other than the employee who is assigned the vehicle, the employee shall be responsible for the approval of capable and competent drivers. All drivers must have in their possession a current and valid USA motor vehicle driver's license. Driver license restrictions, other than for corrective lenses, may necessitate the reservation of the ADA vehicle.

3.08 When operating a University vehicle in the Stillwater area, purchases of fuel, services, and other automotive supplies must be made from Transportation Services. Fuel is available from Transportation Services 24 hours daily by utilizing the assigned fleet fuel card and automated dispensing equipment. Exception can be made for emergency services and automotive supplies on University holidays and Sundays.

3.09 University policy prohibits the establishment of departmental motor vehicle repair facilities except by specific written authorization by the Vice President for Administration & Finance. If a departmental repair facility has been authorized, all purchases of motor vehicle parts and supplies must be purchased from Transportation Services for all University-owned vehicles. Departmental personnel are not authorized to take Stillwater based University vehicles to public garages or vehicle service facilities in the Stillwater area. All outsourced services must be arranged by and billed through Transportation Services. Total expenses incurred for each University-owned vehicle, including all labor performed in an authorized repair facility by OSU departmental personnel, must be recorded and reported monthly to Transportation Services for forwarding to the State of Oklahoma Department of Central Services Fleet Maintenance Division, per State Statute Title 74, section 78.

3.10 Tobacco use is prohibited in all Transportation Services' vehicles. The department will be charged a cleaning fee to remove tobacco odors or stains. Repeated use of tobacco in Transportation Services vehicles will result in the offender being denied access to vehicles.

3.11 Transportation of animals is prohibited in all Transportation Services vehicles, with the exception of pickup trucks. Animals may only be transported in the cargo area (bed) of pickup trucks. Exception is made for service animals as defined by ADA.

3.12 Oklahoma state employees are prohibited from text messaging when driving government vehicles, driving private vehicles on government business or when using electronic equipment supplied by the state while driving. The directive defines "texting" or "text messaging" as reading from or entering data into any handheld or other electronic device.

## **PROCEDURES**

4.01 Telephoned or written requests for advance reservations of Transportation Services' vehicles are urged. Phone-in reservations may be made by calling 744-7945; written reservations may be addressed to: OSU Transportation Services, 113 Motor Pool, OSU Campus. E-Mail reservations are accepted at [mp.reservations@okstate.edu](mailto:mp.reservations@okstate.edu). Written reservations will be confirmed upon request. Failure to cancel reservations before the reserved time of departure will result in full day charges being billed to the respective department. All cancellations must be submitted by e-mail or fax and will be acknowledged by same.

4.02 A student organization must file a Student Organization Transportation Services Request form for approval with Campus Life prior to vehicle use. This form must be forwarded to Transportation Services prior to vehicle check out. The organizational advisor, Director of Campus Life, and OSU Risk Management must approve the request before it is forwarded to Transportation Services for vehicle reservation and checkout.

4.03 The business hours of Transportation Services are as follows:

Reservations and office hours, Monday-Friday 7:00 a.m. - 5:00 p.m.

MVSS and Motor Pool, Monday-Friday 6:00 a.m. - 10:00 p.m.

Saturday, 7:00 a.m. - 5:00 p.m.

Transportation Services normally closes on Sundays and University holidays.

4.04 Transportation Services' vehicles should be promptly returned to the Transportation Services' facility upon arrival in Stillwater. In the event the driver arrives in Stillwater during a time when the Transportation Services' facility is closed, the driver should use the after-hours vehicle check-in clock located at the front of the facility. Detailed instructions are posted on the check-in clock.

4.05 If the departure of a Transportation Services' vehicle is scheduled prior to the opening of the Transportation Services' facility, the following pick-up alternatives are available.

A. Monday through Saturday reservations leaving before 6:00 a.m. may be picked up after 3:00 p.m. the previous evening if the assigned vehicle is available.

B. Sunday reservations may be picked up anytime after 3:00 p.m. Friday, and all day Saturday depending on availability of the assigned vehicle.

4.06 A nationally accepted fleet fueling card has been issued to each OSU vehicle. This fleet card is assigned to a specific vehicle and all services purchased must be restricted to the operation of the assigned vehicle. Fuel purchased on a personal credit card will be reimbursed upon presentation of a receipt.

4.07 If repairs are needed while traveling in a Transportation Services' vehicle, the following policy should be strictly observed.

- A. Minor Repair—All repairs must be reported to a Service Representative at Transportation Services prior to repairs being initiated. Items such as belts, hoses, flat tires, etc., are easily replaced by any competent full-service station and may be purchased with the fleet card. Receipts must be remitted to the service supervisor for each repair. If for some reason the driver must personally pay for the repair, reimbursement will be made upon presentation of receipt.
- B. Major Repair--There may be incidents that require major repair and/or render the vehicle unsafe or inoperative, such as engine, electrical, transmission, brakes, steering, etc., problems. In this event, the driver should follow the instructions in the emergency procedures policy letter located in an envelope in the glove-box or door side pocket of each Transportation Services' vehicle. Under **NO** circumstances should the driver abandon a Transportation Services' vehicle without being given explicit permission to do so.

4.08 If a Transportation Services' vehicle is involved in an accident, the insurance information and the emergency procedures policy letter are located in the envelope in the glove-box or door side pocket of each Transportation Services' vehicle. Follow the instructions and make no statement concerning guilt or innocence. Immediately contact one of the telephone numbers listed on the emergency procedures policy letter. In the event of an accident involving a Transportation Services' vehicle that leaves the University the liable party, a \$250.00 deductible will be charged to the user department.

### **VEHICLE USE CHARGES**

4.09 The Manager, Transportation Services' has the authority and responsibility to assign vehicles in order to maintain a balanced fleet vehicle mileage usage plan.

- A. Vehicle rates are based on a daily charge plus a mileage rate. Monthly rental rates are available to departments who have frequent automobile travel needs.
- B. Information concerning availability of vehicles and current rates for both daily and monthly rentals is available to user departments by contacting Transportation Services' at 744-7945 or visit the website @ <http://osuts.okstate.edu/>.
- C. Any vehicle leased by a department for a long period of time will have the rate figured on a daily basis as well as a monthly basis. The lesser of the two rates will be charged to the user department.
- D. Any leased vehicle that is returned after hours to the Transportation Services' facility will still be considered as leased to the user department until credit cards and keys are returned to the Transportation Services' facility by the vehicle driver.

- E. A daily rental charge for a Transportation Services' vehicle is defined as vehicle usage with return on the same work day the vehicle was checked out or before 8:00 a.m. the next day.
- F. Special rates will be established for user departments requiring the purchase of specialized vehicles for long-term lease from Transportation Services.

#### 4.10 Check-out Procedure

- A. At the time of leasing, the University personnel taking a vehicle must complete and sign a trip ticket. The person checking out the vehicle must be prepared to show a University identification card, temporary authorization card, or departmental authorization memo, plus a current and valid USA driver's license and the account number to be billed. A letter of authorization must be on departmental letterhead and signed by the authorizing individual. Letters may be faxed or hand carried by the individual checking out the vehicle. Letters of authorization will not be kept on file at Transportation Services, but must be presented each time a person checks out a vehicle if the person does not have an authorization card.
- B. A state or federal employee taking a vehicle must complete and sign a trip ticket. The person checking out the vehicle must show a state or federal employee identification card, plus a current and valid USA driver's license and the appropriate billing information.

#### 4.11 Return of Vehicle

- A. At the termination of travel, the vehicle, credit card, and vehicle key must be returned to a member of the Transportation Services leasing staff during normal operating hours. A vehicle check-in unit with detailed instructions posted is provided for after hour returns.
- B. The campus vendor invoice will be cost-based according to the type of rental, time-out, and miles traveled. A copy of the campus vendor invoice with all charges listed will be transmitted by mail to the user department.
- C. Each driver is encouraged to inspect the vehicle for damage upon return to the Transportation Services' facility and discuss any damage with a Transportation Services' employee.
- D. In the case of vehicle damage to a Transportation Services' vehicle resulting from the driver's gross negligence, competitive bids are used to assess the cost of repair. The user department will be charged the full amount of the total of the charges to repair the vehicle.

### **PREVENTIVE MAINTENANCE**

4.12 A complete preventive maintenance program is followed for each Transportation Services' vehicle. All departments are encouraged to follow a similar maintenance program for their departmental vehicles. Departments may contact the Manager, Transportation Services to initiate preventive maintenance programs for departmentally-owned vehicles.

## **REPAIR SERVICES**

4.13 Repair service for Stillwater-based departmental vehicles should be procured in the following manner:

- A. An advance telephone call to the Transportation Services' facility will aid the supervisor of mechanical service in making a reservation for scheduled maintenance and repairs.
- B. Vehicles to be repaired are to be delivered by the requesting department to the Transportation Services' facility. If the vehicle cannot be driven, arrangements will be made to pick up the vehicle.
- C. Before work begins, repairs must be authorized by a representative of the department. The individual authorizing repair work must be able to provide the department's name and account number.
- D. Repairs and services will be billed at current hourly rate schedules and transmitted to the Financial Accounting System via campus vendor invoice. A copy of the campus vendor invoice will be sent to the user's department by Transportation Services.
- E. A departmental employee who has knowledge of the requested repair service should pick up the repaired vehicle. This procedure is requested to assure proper delivery and acceptance.
- F. Under University policy, departments are not authorized to procure off-campus repairs, parts, or supplies for departmental vehicles. If use of a public facility is necessary, the Transportation Services' supervisor of mechanical service will assume responsibility for delivery of the vehicle to a public repair facility.

## **SEDANS AND PICKUP TRUCKS**

4.14 Requirements for Leasing and use

- A. Driver must be a state or federal employee, be a minimum of 18 years of age, have a current and valid USA drivers license.
- B. Sedans will be limited to five (5) passengers per vehicle to include driver. Cargo transported in the trunk area of sedans will be limited to one hundred and fifty (150) pounds.
- C. Pickup trucks with standard cabs will be limited to three (3) passengers to include the driver. Cargo carried in the bed area of the truck will be limited to the factory GVWR rating. When used as a tow vehicle, the tow vehicle and towed vehicle will not exceed the factory combined weight rating.



- D. Pickup trucks with extended cabs will be limited to six (6) passengers to include the driver. Cargo carried in the bed area of the truck will be limited to the factory GVWR rating. When used as a tow vehicle, the tow vehicle and towed vehicle will not exceed the factory combined weight rating.
- E. No passengers are allowed in the cargo bed of pickup trucks at any time.

### **PASSENGER VANS**

#### 4.15 Requirements for Leasing and use

- A. Driver must be a state or federal employee minimum of 21 years of age, have a current and valid USA driver's license.
- B. Drivers are encouraged to take a drivers training and safety course selected by the University pertinent to passenger van operation and safety. The course training and exam will include written and hands-on drivers training. Driver certification for passenger vans is conducted by the OSU-OKC Precision Driving School.
- C. Twelve (12) and fifteen (15) passenger vans should be limited to a maximum of sixty-five (65) miles per hour regardless of state law. Speed should be limited to a maximum sixty (60) miles per hour on two (2) lane state and federal highways.
- D. Passenger vans may not be used as a tow vehicle.
- E. Passenger vans may not have roof racks installed for transportation of luggage or cargo.
- F. Fifteen (15) passenger one (1) ton rated vans should be limited to twelve (12) passengers including the driver. In the event the rear seat is removed for transportation of cargo, the cargo should be limited to three hundred (300) pounds and passenger capacity reduced to ten (10). Cargo may not be stacked higher than the back of the rear seat for safety.
- G. Twelve (12) passenger one (1) ton rated vans should be limited to ten (10) passengers including the driver. In the event the rear seat is removed for transportation of cargo, the cargo should be limited to three hundred (300) pounds and passenger capacity reduced to eight (8). Cargo may not be stacked higher than the back of the rear seat for safety.
- H. The restrictions on passenger vans apply to all vehicles owned or operated by any department or division of Oklahoma State University. The restrictions regarding passenger capacity do not apply to local usage at speeds less than 45 MPH.

4.16 The enforcement of policy restrictions on driver age, number of passengers, vehicle loading, speed limitations, and vehicle usage is the owning or leasing department's responsibility.

4.17 The Manager, Transportation Services will endeavor to give prompt and timely repair service in all instances. However, at times, priority must be given to certain types of vehicles, such as University maintenance and police vehicles. In those cases, the Manager, Transportation Services will determine priority of service to be rendered within the Transportation Services' facility.

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