

## VEHICLE USE

Employees and students driving vehicles for official university business should be aware of the various state vehicle use rules when using state vehicles as well as personally owned vehicles.

**You must be an authorized driver to drive the OSU Motor Pool vehicles or to drive your personal vehicle on state business.**

Employees authorized to use their private vehicles for official business are required to have personal automobile liability insurance to provide the primary coverage for any accidents involving that vehicle. University-provided automobile liability coverage may apply on a limited basis after the employee's primary coverage limits have been used. The University does not provide physical damage, uninsured motorist and personal injury protection for personal vehicles. For additional information contact the Office of Risk Management at (541) 737-7252.

[<http://risk.oregonstate.edu/vehicle>]

## UNIVERSITY MOTOR POOL POLICY

The *Motor Pool Policies and Procedures Manual* (MPL) provides the policies and procedures applicable to the authorized use of university vehicles for official university business. Motor Pool policies and procedures apply to all university departments and personnel. OSU Motor Pool vehicles are provided and maintained for OSU related business. All drivers are expected to adhere to the policies and procedures in the manual.

***The following information is a summary of the policy. It is your responsibility to familiarize yourself with the official Motor Pool Manual, which can be found online at <http://oregonstate.edu/fa/manuals/mpl>.***

### **Eligibility Guidelines**

Drivers and passengers that are **eligible to be authorized** include:

- University employees
- Temporary staff/faculty (*including student workers and graduate students*)
- Students on official business
- Department/Agency-authorized volunteers
- Members of authorized affiliate groups
- Employees of an authorized state, county, or city agency

### **Non-Authorized Passengers**

Examples of **non-authorized** passengers include:

- Spouses or Significant Others
- Family members
- Pets
- Any passenger not on official business

### **Van Rental**

To rent an 8 or 12 passenger van, or large cargo van from the Motor Pool, you need to have passed a Van Safety Test and have an active driver authorization. [<http://motorpool.oregonstate.edu/drivers>]

## **DRIVER RESPONSIBILITIES**

- Ensure that all safety devices, including seat belts, are used by all of the vehicle's occupants
- Maintain a current & valid U.S. or Canadian driver's license
- Operate vehicles in accordance with Federal, state, and local regulations, traffic laws, and ordinances including Motor Pool Policies Manual.
- Use safe driving practices at all times
- Report unsafe vehicle conditions to the Motor Pool Manager
- Report all accidents, license suspensions, and traffic violations to the driver's departmental supervisor as well as to the Motor Pool
- Maintain the interior of the vehicle in a clean and orderly manner. Failure to do so may result in an additional cleaning fee. For a complete list of our charges and fees, see Rental Rates. Return the vehicle to the Motor Pool upon completion of the trip
- Driver is responsible for the payment of all fines or traffic violations associated with their Motor Pool vehicle rental. *University funds may not be used for payment.*

## **Suspension of Privileges**

Driving privileges of a Motor Pool vehicle may be suspended by the Motor Pool Manager, if in the best interest of the university. Causes for suspension may include, but are not limited to:

- Three or more citations for moving violations in a year
- Physical evidence of alcoholic beverages having been in vehicle
- Evidence of possession or use of unlawful drugs in vehicle
- Operation of vehicles while under the influence of intoxicants or drugs, whether or not a citation is issued or conviction occurs
- Citizen's complaint of misuse of vehicle
- Any action detrimental to the function or public image of the university

[<http://motorpool.oregonstate.edu/drivers/responsibility>]

## **VEHICLE USE**

Motor Pool vehicles must be operated within the laws, rules, and regulations of the State of Oregon. Drivers must use Motor Pool vehicles in a manner that will not reflect unfavorably on the University. Motor Pool vehicle use privileges may be withdrawn from persons for inappropriate use of a Motor Pool vehicle.

- Fleet vehicles should be used to conduct official University or state business.
- Vehicles are not to be used for personal errands or other similar activities.
- Consuming alcoholic beverages in a University vehicle is strictly prohibited. The Motor Pool will deny vehicle privileges to any employee who violates these guidelines.
- Home-to-office travel is not authorized and shall be considered vehicle misuse.
- No children or other family members, pets or hitchhikers are permitted.
- Damage/restoration costs resulting from unauthorized or illegal use of state vehicles will be the complete responsibility of the driver.
- Smoking is not permitted in Motor Pool vehicles

[Please see <http://oregonstate.edu/fa/manuals/mpl/501> for more information.]

## **IN CASE OF AN ACCIDENT**

### **Policy**

All accidents and damage (including vandalism and vehicle theft) to or caused by a Motor Pool vehicle (including extended use vehicles) must be reported to the Motor Pool (541) 737-4141 no later than the next day, regardless of the dollar amount. Repair costs for damages not reported to the Motor Pool, within 30 days, will be billed to the department in full.

### **Procedure**

In the event of an accident, the employee operating the vehicle should take the following steps:

1. Stop
2. Ascertain if anyone is injured. If so, take action for obtaining ambulance and medical care (911).
3. Request that the local police come to the scene. If the police are unable to respond, then contact the local police department to file a police report.
4. Ask the investigating officer to file a written report regardless of the extent of the damages.
5. Exchange information with the other driver (driver cards are in the booklet received when the vehicle was picked up).
6. Complete the *At the Scene of Accident form* (included in the booklet received when vehicle was picked up).
7. Provide the Witness Card to pertinent witnesses (included in the booklet received when vehicle was picked up) at the scene.
8. Complete the *Oregon Traffic Accident and Insurance Report* (included in the booklet received when vehicle was picked up).
9. Arrange with the Motor Pool for the removal of the vehicle if it cannot be operated. If the vehicle can be legally and safely driven, it should be taken to the OSU Motor Pool at the earliest time possible.
10. If the vehicle cannot be operated and Motor Pool personnel are not available, contact the Public Safety Office at 866-253-5671 (# is located on the front of the dispatch book).
11. Report damage to or caused by a Motor Pool vehicle no later than the next day to the Motor Pool regardless of the dollar amount

[<http://oregonstate.edu/fa/manuals/mpl/601>]

***I have read and understand the OSU Motor Pool Policy, and I am aware of the responsibilities and restrictions involved in University vehicle use.***

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*Signature*

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*Date*

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*Printed Name*