

UAR Number: 320.02
Title: Motor Pool Regulations and Procedures
Originator: Office of Facilities Management
Initial Adoption: 10/31/1995

Revision Dates: 09/10/2010

Purpose: To define regulations and procedures for utilization of University vehicles.

Scope (Who Is Covered By This UAR?): All users of University vehicles.

Description: I. GENERAL

Utilization of all University vehicles is the administrative responsibility of the Vice President for Administration and Fiscal Services. The Motor Pool of Morehead State University operates under the official policies and procedures governing the use of State and University vehicles.

II. SCHEDULING

- A. The scheduling of all University vehicles is done on a first come, first served basis, based on the date and time the properly completed Travel Request Form is received in the Motor Pool office of Office of Facilities Management.
- B. To request the use of a fleet vehicle, a completed Travel Request must be submitted and approved prior to the trip. The travel request is forwarded to the Office of Accounting and Budgetary Control for processing. If a vehicle is requested, the request is sent to the Work Control Center of Facilities Management for scheduling and verified with the requesting employee. Approval of requests is provisional upon the requests meeting the following criteria: Officially scheduled University events such as class field trips, athletic events, musical and dramatic performance, workshops, seminars and conferences, University relations, and official administrative state business.
- C. In the event of a conflict regarding vehicle usage, such as when more simultaneous requests are received than there are vehicles available, the consideration will be given to the number of people served, the distance involved, and budgetary allowances. Also considered will be the following priorities:

academic programs, athletic events, administrative state business, and student groups. If the conflict cannot be resolved by any of the above mentioned criteria, the Vice President for Administration and Fiscal Services is empowered to make decisions determining vehicle usage.

- D. More information regarding the utilization of fleet vehicles may be requested by designated personnel of Facilities Management and/or the Vice President for Administration and Fiscal Services. Correspondence, registrations, agendas, schedules, etc., may be required for clarification and support of the request for vehicle usage.

III. VEHICLE OPERATORS

- A. All vehicle operators shall be holders of valid operator's licenses and required to complete a Morehead State University User Agreement Form. Operators licenses will be checked for validity prior to the initial use of a vehicle and periodically (annually) during the year. The Vehicle User Agreement form is available on the Police Department web page under forms. The form should be completed and submitted for approval at least two weeks prior to vehicle use.
- B. All vehicle operators shall be employees or agents of the Commonwealth of Kentucky
 1. An employee is defined as any one receiving wages from the Commonwealth of Kentucky or Morehead State University.
 2. An agency of the Commonwealth of Kentucky is defined as "one who is authorized by the Commonwealth to act in its behalf, or to act for it." Only a department head of Morehead State University may designate an agent.
 3. Student driver, graduate or undergraduate, with valid operator's license and in compliance with University Administrative Regulation UAR 311.
- C. Vehicle operators may not have more than six (6) current driving violation points or fifteen (15) accumulated driving violation points during the past five (5) years, as administered by the Commonwealth of Kentucky's Transportation Cabinet on the driver license records. Anyone with a DUI conviction will immediately forfeit driving privileges of state owned vehicles for six (6) months.
- D. For all trips involving students in fleet vehicles seating up to ten,

a faculty or staff sponsor/advisor shall be responsible at all times for the operation of the fleet vehicle in accordance with all official policies and procedures.

- E. A full-time Bus Driver is employed by the University for the purpose of operating fleet vehicles with a seating capacity of more than ten.
- F. In cases where the faculty or staff sponsor/advisor absolutely cannot be present, an employee or an agent of Morehead State University may be appointed to act under the direct supervision of the sponsor/advisor.
- G. All vehicle operators and passengers shall be liable for disciplinary action by their immediate supervisors and the University's administration as well as any resulting legal actions for violation of any of the official policies and procedures governing the use of State and University vehicles. The University reserves the right to cancel trips at any time if a vehicle operator violates any official policies and procedures. If passengers in fleet vehicles violate any official policies and procedures, the University employee or agent should immediately cancel the trip and return the vehicle to the University. Persons utilizing fleet vehicles shall familiarize themselves and fully comply with these regulations.

IV. RULES AND REGULATIONS

- A. Vehicles shall be used solely for performing official state or University business and any other use is prohibited.
- B. The operator and all passengers must wear seat belts when the vehicle is in motion.
- C. Vehicles shall not be driven to or parked at a place of residence.
- D. Passengers shall be limited to only University personnel and persons connected with official state or University business on the particular trip.
- E. Operators of vehicles shall return the vehicle to the same pool from which it was assigned. Vehicles returned after working hours shall be locked. Deposit the trip ticket, keys, and credit card in the designated receptacle.
- F. Operators shall report any observed malfunctions or potential problems, such as faulty brakes, tires, steering, etc. when returning a vehicle.
- G. Student operators must be in compliance with UAR 311, MSU Student Motor Vehicle Operation Program.
- H. Smoking in state owned vehicles is prohibited.
- I. Alcoholic beverages and/or illegal drugs as defined in the Kentucky Revised Statutes are prohibited in University vehicles.

V. ACCIDENTS

- A. An operator whose vehicles is involved in an accident resulting in damage to the vehicle or to any other property, or to any person, regardless of whether or not the operator was in the vehicle at the time of the accident, shall immediately prepare Department of Justice, Bureau of State Police form KSP 232. The operator shall submit two copies of the form to the Office of Facilities Management.
- B. When a police report is necessary, the operator or the University shall obtain a copy of the report and submit it to the Commonwealth of Kentucky Division of Transportation Services.
- C. The Office of Facilities Management shall be notified by telephone at(606) 783-2147 of any accident involving a University or state vehicle. If an accident occurs after office hours, notification should be left via voice mail. A copy of all police reports should be forwarded to Environmental Health & Safety.

Approved by: Wayne D. Andrews, President Date: 9/22/2010