

NUMBER: 11.1.06**DATE: 10/15/1996****REVISION: 02/25/2011****PAGE: 1 of 2**

SECTION: CAMPUS OPERATIONS**AREA: GENERAL****SUBJECT: CAMPUS MOTOR POOL VEHICLE CHECKOUT**

PURPOSE

The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the uniform procedures to be followed for the check out of vehicles assigned to the UAMS motor pool. A limited number of vehicles of various types are available for use on a first come, first serve basis. Vehicle use charges vary and are determined by type of vehicle, mileage driven, or by a minimum charge. Exact rates can be obtained by calling the Motor Pool Office at 686-6896. During times other than normal duty hours (7:30a – 4:00p, M-F), a vehicle will be available for emergency situations only.

SCOPE

This policy applies to all UAMS employees, faculty and staff who utilize vehicles from the Campus Motor Pool.

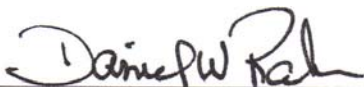
PROCEDURE

- (1) Motor pool vehicles may be used for official UAMS business only.
- (2) All personnel who use motor pool vehicles must participate in the UAMS Vehicle Driver Safety Program, [UAMS Administrative Guide Policy 11.1.10](#).
- (3) Departments requiring use of a motor pool vehicle during normal working hours (7:30 a.m. - 4:00 p.m. Monday through Friday) may visit our website at www.uams.edu/physplant to submit a vehicle request, or call the Motor Pool Office at 686-6896. Departments must provide an account number to be charged for use of the vehicle, and an authorized signature indicating department approval of the indicated method of payment. Upon completion of the Vehicle Release Forms, Physical Plant Warehouse personnel will provide keys, credit cards (when appropriate), and the vehicle location to the authorized requesting department employee.
- (4) Upon return of the vehicle, the employee must record the speedometer/odometer reading in the space provided on the release form. Reservations for use of motor pool vehicles can be made in advance by calling the Motor Pool Office at 686-6896. Cancellations should be made immediately upon discovering the vehicle will no longer be needed, preferably at least 24 hours beforehand so the vehicle will be available for use by others.

- (5) If the Motor Pool Office receives a complaint about how a UAMS vehicle is being driven, the user's supervisor or department administration must provide a written response to the complaint. Failure to provide an appropriate written response or multiple complaints may result in the user being prohibited from checking out vehicles.
- (6) Smoking or the use of smokeless tobacco in UAMS motor pool vehicles is prohibited.
- (7) Vehicles should be returned free of trash or debris; a \$15 fee will be charged if cleaning by the Motor Pool staff is necessary.
- (8) Departments requiring additional information or assistance concerning motor pool vehicles should call the Motor Pool Office at 686-6896.

EMERGENCY AFTER HOURS USE OF MOTOR POOL VEHICLES

- (1) Departments requiring a motor pool vehicle for emergency use, on workdays after 4:00 p.m., or on weekends and holidays must visit the Campus Operations Call Center , Room #G166 . The vehicle will normally be a van or pick-up truck. Upon completion of the Vehicle Release Forms, Campus Operations Call Center will provide the keys, credit cards (when appropriate), and the vehicle location to the authorized requesting department employee.
- (2) Employees using a motor pool vehicle during emergencies and after normal work hours will be responsible for returning the vehicle to its original location. In the event the original parking space is not available upon return, the employee should park the vehicle in another space and indicate the new location of the vehicle on the back of the Vehicle Release Form.
- (3) Upon return of the vehicle, the employee must also record the speedometer/odometer reading in the space provided on the release form.
- (4) Campus Operations Call Center will forward all completed Vehicle Release Forms for emergency use of vehicles to the Motor Pool Office at the beginning of the next duty day. The Motor Pool Office will be responsible for billing the appropriate department account for use of the vehicle.
- (5) Departments requiring additional information or assistance concerning the use or release of a motor pool vehicle after duty hours should call the Campus Operations Call Center at 526-0000.

Signature: 

Date: May 11, 2011