

## BLUEFIELD STATE COLLEGE MOTOR POOL

- 1. Obtaining a College Vehicle:** Requests for vehicles should be made at least two weeks in advance. A *Bluefield State College Motor Pool Requisition* must be completed for each trip and each vehicle that will be needed. All required signatures and account numbers must be obtained. Mail or bring the completed requisition to the Maintenance office. Notification will be given if there are any problems with the request. Contact Maintenance to ensure all paperwork has been received and processed. In cases of an emergency only, please contact the Maintenance office for availability of vehicles.
- 2. State departure and return times as carefully and accurately as possible. Failure to do so will cause inconvenience to others scheduled to use the vehicle.**
- 3. The Maintenance office hours of operation are 7:00 a.m. - 3:30 p.m. Monday through Friday, expect holidays and emergency closings.**
- 4. Departure:** Travel packets are available in Maintenance. Departures scheduled prior to 7:00 a.m. or after 4 p.m. may obtain packets from Maintenance before 3:00 p.m. the day of or before the trip or the last day the office is opened during a holiday break. The assigned vehicle will be parked in the lot in front of the Maintenance Building. The driver must record the beginning odometer mileage before departure.
- 5. Return:** Vehicles are to be returned promptly to Maintenance at or before the time stated on the original request. Upon return, the driver must record the ending odometer mileage and note any mechanical deficiencies. The travel packet, containing fuel receipts and keys, should be deposited in the drop box slot located on the front of the Maintenance Building.
- 6. Fuel cards** for the purchase of gasoline are located in the vehicle's glovebox or center console and are to be returned to these areas after use. The fuel card is specifically assigned to the vehicle and is not to be used to fuel another vehicle.
- 7. Fuel receipts** are to be returned in the original travel packet at the conclusion of the trip. The driver is required to obtain a receipt for each purchase.
- 8.** The driver is required to **maintain cleanliness** inside the vehicle at all times. Food containers, cans, particles of food and other debris must be removed from the vehicle before it is returned.
- 9. Animals, including pets (dogs, cats, birds, etc.) are not allowed to be transported in state vehicles.**
- 10.** Drivers are required to return the **vehicle registration and insurance information and the fuel card and information** to the glove compartment or storage area.
- 11.** Drivers are required to **return the vehicle's jack, spare tire or used tire** to the trunk or storage area of the car or van after use.
- 12.** State Law **prohibits** the use of tobacco products in state vehicles.
- 13.** State Law **prohibits** the use of wireless electronic Communication Devices.
- 14.** State Law requires **all occupants** (driver and passengers) to **wear seatbelts** during the operation of a state vehicle.

- 15. All Student Drivers** must be approved by before operating a state vehicle. The student must be at least 21 years of age and submit a copy of their valid license with a completed EXTRA HELP/STUDENT/VOLUNTEER DRIVER REQUEST form signed by the faculty, staff or administrator requesting permission to drive. A new form must be completed each semester. Forms are available from the Physical Plant office.
- 16.** In case of an accident, **the driver is responsible** for having the accident investigated by an officer of the law. The driver is required to obtain all information requested on the *State Vehicle Accident Information Sheet* that is included in the travel packet. All information must be given to the Director of Public Safety and the Maintenance Office. The Director of Public Safety must report all accidents to Charleston within 24 hours of the accident.
- 17.** If an authorized person using a state vehicle is involved in an accident and fails to have the accident investigated by an officer of the law, and fails to properly and promptly report the accident as stated in item 16, the authorized person will be liable for all damages.
- 18.** In case of minor or major repairs to a vehicle, the college will be responsible for said repairs, except as indicated in items 16 and 17. The driver will notify the Maintenance Office at 304.327.4195 or the cell number listed on the bottom of the accident information sheet as to giving details of trouble and location of the vehicle. The office will direct the driver as to what action will be taken.
- 19.** An authorized person using any state vehicle who allows a person or persons to operate the state vehicles, who is neither a college employee nor an approved student driver, will be personally responsible for any damages incurred to the vehicle.
- 20.** The President of the College has authorized the Director of Physical Plant or designee to refuse a vehicle to anyone changing, alternating safety equipment or making safety equipment inoperative on the vehicle.