

# Motor Pool Policy and Procedures

## Authorized Vehicle Use

The University provides a limited number of University-owned vehicles for staff and faculty who are conducting official University business, on a first-come, first-serve basis. Personal use of motor pool vehicles is expressly prohibited, unless approved by the President, or his (her) designate. Drivers may be held financially responsible for abusive or improper use of motor pool vehicles. This includes paying up to the deductible insurance limits for vehicle accidents resulting from improper use.

## Age Requirement

No person under 18 years may operate a vehicle on behalf of the University.

## License Required

All driver candidates must present a valid driver's license to the Office of Safety and Security. The license will be photocopied and must be updated when it expires.

## Driving Record Review

Each person, who is seeking to operate a vehicle on behalf of the University, will sign a release to aid in the review of their driving record. Drivers with poor driving records may not be allowed to drive University vehicles. This decision will be made, based on the number of accidents or infractions occurred, as well as the type of driving which is to be done. Driving records will be obtained annually through a firm that conducts a nationwide search for information. Complaints about drivers will be followed up with an Administrative Inquiry. The inquiry will determine if corrective action is necessary which may involve further driver training or suspension of driving privileges. Documentation of this inquiry and its result will be placed in the driver's file for one year.

## Driver Training

All persons, who operate University owned or hired motor pool vehicles, shall complete defensive driver training, prior to driving a University vehicle. This training will vary based on the type of vehicle to be driven. Operators of cars, light trucks, and the minivan with no passengers shall complete a multimedia course available through Canvas. This course can be made available on your Canvas account by contacting the parking and transportation manager, Heather Eide, at [eideh@spu.edu](mailto:eideh@spu.edu). After finishing the course, a passing score on the "Motor Pool Policy and Defensive Driver Program," also available on Canvas, must be obtained in order to become an authorized driver for the University. Due to their special responsibility for passenger safety, operators of a suburban or van shall complete a course of instruction that combines classroom training with "hands on" driving instruction by a certified instructor.

## Vehicle Reservation, Check-Out, and Check-In Procedures

Motor Pool vehicles may be reserved through the Office of Safety and Security by filling the online reservation form visiting our website at <http://spu.edu/administration/office-of-safety-security/employee-motor-pool> or emailing the Motor Pool Coordinator Heather Eide at [eideh@spu.edu](mailto:eideh@spu.edu). Reservations must be made at least 24 hours in advance of the anticipated use. Emergency reservations

may be made with less notice if the arrangements are made during regular business hours. Since vehicles are available on a first come, first served basis, reservations are encouraged to be made as early as possible. In the event that vehicles are already reserved, the Office of Safety and Security will contact you regarding alternate vehicle rental arrangements. To modify or cancel a reserved vehicle contact the Office of Safety and Security.

Previously reserved motor pool vehicles may be picked up and returned through the Office of Safety and Security, 24 hours daily. Motor Pool vehicles are parked in the University parking lot located in the Ross Lot at the southeast corner of 3rd and Bertona. When picking up vehicles, a *Vehicle Release Order and Mileage Report* must be signed. Below is a copy of the back of this form which includes a short safety and operational checklist that each driver must complete prior to starting their trip.

Engaging the culture, changing the world.

**Seattle Pacific UNIVERSITY**  
SPU MOTOR POOL AGREEMENT  
University Motor Pool

PERIOD NEEDED:  
From: \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_  
To: \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

DEPT. TO BE CHARGED	BUDGET NUMBER	VEHICLE NO. OR ID
DRIVER NAME	ADDITIONAL DRIVER	NO. OF OCCUPANTS
		DESTINATION (CITY/STATE)

I fully understand that upon release of this vehicle to me, it will be used only for official University business and it is mandatory for me to comply with all rules and regulations pertinent to the use of University-owned motor vehicles, and that as a driver of this vehicle I am responsible for its operations upon public highways in a careful and prudent manner and within the posted legal speed limit, and in accordance with state and motor pool regulations. IT IS ALSO MY RESPONSIBILITY TO COMPLETE THE VEHICLE FUEL, DAMAGE, AND SAFETY AND EQUIPMENT CHECK.

Driver's Signature Out \_\_\_\_\_ Security In/1 Out \_\_\_\_\_ Key Number \_\_\_\_\_ Driver Authorization Check \_\_\_\_\_

NO DAMAGE

X = Dent - = Scratch O = Missing

F OUT E 1/8 1/4 3/8 1/2 5/8 3/4 7/8 F  
U No Gasoline Refunds  
E IN E 1/8 1/4 3/8 1/2 5/8 3/4 7/8 F  
L

**VEHICLE SAFETY AND EQUIPMENT CHECK**

- Check to make sure you have the following equipment in the vehicle:  
 \_\_\_\_\_ spare tire \_\_\_\_\_ fire extinguisher \_\_\_\_\_ first aid kit  
 \_\_\_\_\_ triangle warning kit \_\_\_\_\_ jack
- Check the vehicle tires for wear
- Check the vehicle for body damage
- Check the oil
- Check the following to make sure they are in proper working order:  
 \_\_\_\_\_ lights \_\_\_\_\_ turn signals \_\_\_\_\_ brake lights  
 \_\_\_\_\_ horn \_\_\_\_\_ windshield wipers \_\_\_\_\_ wiper fluid

I have completed the fuel, damage, and vehicle safety and equipment check. Initials: x \_\_\_\_\_

ADDITIONAL INFORMATION

BEGINNING MILEAGE	TIME OUT	DATE OUT
ENDING MILEAGE	TIME IN	DATE IN
MILES DRIVEN	MILES @ \$	PER MILE = \$
	DAYS @ \$	PER DAY = \$
	FEES:	
	Total Charge \$	

Driver's Signature In \_\_\_\_\_ Security In/1 In \_\_\_\_\_ Key Number \_\_\_\_\_

**NOTICE:** If you experience a problem with the operation of this vehicle, please explain below.

- Vehicle must be returned in clean condition or \$15 charge will be assessed.
- Traffic/Parking violations are the responsibility of the driver

DRIVER'S COPY

In addition, the following inspection should be completed both before and after the trip. Due to the fact that motor pool vehicles are used by many different drivers, particular attention should be paid to fluid levels and tires.

1. Outside the vehicle, driver checks:
  - a) doors, latch and open properly
  - b) nothing hanging loose under vehicle
  - c) tires are inflated
  - d) headlights (high and low beam)
  - e) turn signals
  - f) taillights
  - g) stop lights
  - h) back-up lights
  - i) body exterior for any damage
  - j) outside mirrors for security and cleanliness
  - k) all glass
  - l) spare tire (present and inflated)
2. Engine compartment, driver checks:
  - a) oil level
  - b) coolant level
3. Inside the vehicle, driver checks the condition and operation of all seat belts. There must be a seat belt available for use by each passenger transported

If a driver discovers any questionable conditions, they should report this to the Office of Safety and Security immediately. The driver check should be repeated at each refueling stop. Items critical to the vehicle operation (such as low oil) should be corrected, if found to be deficient, prior to resuming the trip. Gas credit cards, which are checked out through the Office of Safety and Security with the vehicle, may be used for refueling and emergency repairs. The vehicle license number should be recorded for each charge made. The Vehicle Release Order and Mileage Report form also includes spaces for recording beginning and ending mileage for the trip. This form must be turned in when the vehicle is returned along with the gas card and key.

Upon check-in of the vehicle, each driver is expected to conduct a post test examination of the vehicle as demonstrated in the Defensive Driving Program. The vehicle is to be cleaned of any debris or personal effects. It is the responsibility of each driver to note any mechanical or operation problem experienced during the trip on the Vehicle Release Order and Mileage Report form. Of course, if a driver or passenger witnesses any damage occurring to the vehicle, this must also be reported to the Office of Safety and Security. For each incident of vehicle neglect, damage, or ignoring of procedures outlined in this program, the sponsoring campus department will procure a damage or negligence fee.

### **Rental Rates**

Day fee: \$90.00 per day. A day is each consecutive 24 hour period.

Mileage fee: \$0.44 per mile which includes a fuel charge. Gas credit cards checked out through the Office of Safety and Security with the vehicle must be used for refueling. The vehicle license number should be recorded for each charge made. If a department credit card is used for gas purchases, the amount paid will

be deducted for the mileage fee charged as described above.

Incomplete fee: \$45 charged when (a) the vehicle is not returned in clean condition, with a full tank of fuel. A \$45 charge will be assessed for each violation; (b) The driver did not read and sign both the Vehicle Release Order and Mileage Report. A \$45 charge will be assessed for each item left blank by the driver.

Cancellation fee: a \$45 charge will apply for “no show” or for cancellations made less than 24 hours before use.

Damage fee: a \$150 charge will apply for any damages to Motor Pool vehicles.

Other fees: all fines, costs and attorney fees for legal violations, parking, tolls, towing and storage attaching to the Motor Pool vehicle or incurred during the rental period will apply.

Enterprise vehicles rented through the Office of Safety and Security:

- The Office of Safety and Security charges University departments the exact amount OSS paid Enterprise for each rental, plus the amount paid for gas purchases with the OSS Shell credit card.
- If a driver misplaced or did not get a gas receipt, the fuel charge will be applied with the next Journal Voucher. The charge is delayed one month because it is necessary to reconcile trip information (i.e. mileage, destination) with Shell credit card statement.
- **NOTE:** Enterprise drops the vehicles off with varying fuel levels. When someone is checking an Enterprise van out, the vehicle must be returned with the tank filled to the same level it started with. There is no need to bring it back full because OSS does not get reimbursed by Enterprise for returning their vehicles with gas in excess of what was in the tank at the departure time.

### **Minimum Number of Drivers**

To avoid excessive driver fatigue, a minimum number of drivers has been established for long trips. Any trip exceeding 200 miles requires two qualified drivers, who must trade driving responsibilities periodically (e.g., every two hours). On trips exceeding 300 miles, drivers shall be limited to 6 hours driving time, per day, to prevent excessive fatigue. Requests for exceptions from these rules must be discussed with the Office of Safety and Security and the Office of Risk Management in advance.

### **Travel Boundary Limitation**

In general, motor pool vehicles may not be used outside of Washington State. Requests for exceptions to this rule must be discussed with the Director of Safety and Security in advance.

### **Safe Driving Practices**

While operating the vehicle, each driver must obey the rules of the road as published in the Washington State Department of Licensing driver’s handbook. If the vehicle ventures across state or country lines, each driver must take care to observe any additional rules regulating driving in that region. At all times, each driver must follow the policies and procedures identified in this program. Failure to observe any of the above may result in suspension of driving privileges.

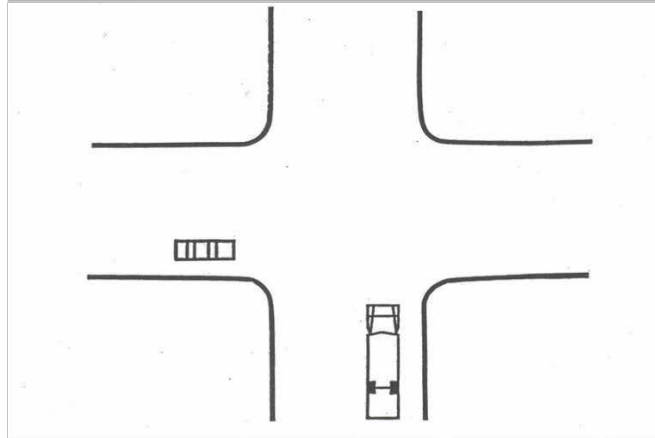
A key feature of any motor vehicle safety program is the recognition of safe driving practices that have been shown to reduce accidents. For the SPU driving safety program, these following practices are emphasized:

- Accident safety: Drivers are expected to know and follow procedures for reporting accidents and safeguarding University Motor Pool vehicles.
- Back Country Travel: Vehicles are not allowed on back roads or forest service roads. University vehicles are designed and equipped for municipal roads and state highways only.
- Backing Large Vehicles: Whenever two or more persons are present in a van or large truck, one of them should assist the driver, as a spotter, for backing the vehicle.
- Cell Phones: Drivers are expressly prohibited from using a cell or mobile phone during operation of any University vehicle.
- Crossing Railroads: The University requires that driver stop at any marked rail crossing and proceed with extreme caution. If a vehicle stalls on tracks, the driver should have all persons exit the vehicle safely and wait for assistance at a safe location well outside the crossing area.
- Crossing Sidewalks: Whenever crossing sidewalks to leave alleys or parking lots, drivers should bring vehicles to a complete stop to be sure the walkway is free of pedestrians.
- Driver Attitude: Lack of proper driver attitude often causes drivers to make mistakes due to excessive haste and lack of caution. Planning ahead allows drivers to engage their responsibilities without urge to forego safe driving precautions.
- Emergency Reaction: Regardless of the caution followed by drivers, unexpected actions by other drivers and other unpredictable hazards can require drivers to use emergency reaction skills to avoid accidents.
- Foul Weather Precautions: Foul weather creates many hazards such as reduced traction and vision, which require modified driving practices.
- Intersections: See the diagram and information below regarding “right of way” at intersections. It is advisable not to assume the other vehicle’s driver has acknowledged this “right,” so proceed with caution.

## Unregulated Intersections

An unregulated intersection is when two roads intersect and there are no signals or stop signs on either road.

The law states that when two vehicles arrive at an unregulated intersection at the same time, the vehicle on the right has the right of way.



## Regulated Intersections

A regulated intersection is defined as those intersections regulated by signs or signals.

In addition to the four rules of

Always expect trouble at an intersection  
Always cover the brake when entering an intersection  
Always keep your head and eyes moving  
Always clear the intersection after a stop

Always watch the traffic lights and the pedestrian signals.

- Maintaining an Escape Route: Drivers should always position their vehicle in traffic to provide routes of escape in emergencies.
- Observation Skills: Drivers should develop skills, which enable them to detect or anticipate hazards to be avoided.
- Safe Parking Practices: Parking lots contain special hazards, such as a lack of traffic controls, visual obstructions, and limited maneuvering room. Drivers must develop parking habits to mitigate these hazards.
- Seat Belts: In accordance with Washington State Law, as well as good safety practice, all drivers and passengers using University vehicles are required to use seat belts whenever the vehicle is in use. Drivers are responsible to check and make sure that every passenger has his/her seat belt secured prior to departure on each segment.
- Three Second Rule: Drivers should maintain the proper distance behind the vehicle in front of them. Under ordinary driving conditions, this distance is three seconds at any speed.
- Traffic Management: Urban areas contain congested traffic, complex intersections, and limited access road ways that increase the danger of driving. Drivers should learn traffic management skills, which would increase their safety in these situations.
- Transportation of Animals: Transportation of animals in motor pool vehicles is not allowed since animals can be thrown around the vehicle in an accident. Appropriate animal restraints are not available at this time. Exceptions for academic purposes may be made with approval of safety arrangements from the Office of Safety and Security

- **Transportation of Children:** Transportation of children in motor pool vehicles is not permitted without advanced approval from the Office of Safety and Security. When approved, safety restraints must be provided in accordance with state law.
- **Vehicle Loading:** Vehicles and devices are not permitted to be towed behind the motor pool vehicle and no items are to be loaded on top. Interior loads must not obstruct driving visibility.
- **Vehicle Maintenance and Inspection:** Proper vehicle maintenance is essential to safe driving. Drivers should learn to complete a vehicle safety check as listed on the Vehicle Release Order and Mileage Report form.

## **Emergencies**

In the event that there are injuries involved in the accident, make sure that the local emergency services are notified. In most localities, this can be done by dialing 911, although, in some rural areas, it may be necessary to dial the operator and state that you have an emergency to report to the police.

All motor pool vehicles are equipped with first aid kits, fire extinguishers and reflective warning triangles for your safety. The reflective warning triangles are to be set up 100 feet or more behind the vehicle, in the event of an accident or mechanical failure. They provide a hazard warning to oncoming motorists so that they can see and avoid collision.

## **Accident Investigation**

Seattle Pacific University's Office of Safety and Security will normally conduct an investigation into the circumstances and causes of any accident that occur involving drivers for SPU-sponsored activities. This investigation will start immediately under the supervision of the Director of the Office of Safety and Security. The Motor Pool Coordinator will immediately suspend the driving privileges of any University driver involved in the accident. Reinstatement of driving privileges will depend on the outcome of the investigation.

## **Accident Kits**

Each motor pool vehicle shall contain an accident kit, which is kept in either the glove box, under the driver's seat, or in the back of the van. This kit includes: proof of insurance, an accident report card, a witness card, and a pencil for recording information, as well as a disposable camera.

The law requires that drivers be able to produce proof of insurance any time a vehicle is operated on public roads. Drivers may be required to produce proof of insurance by law enforcement officers at any time. It is usually requested at accidents and during the insurance of traffic citations.

Drivers should complete the accident report card which allows drivers to record essential information about the drivers, owners, and other vehicles involved in a collision. The card contains instructions to be followed in the event of an accident. Below is an example of an accident report card:

Description of Accident:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

Location: \_\_\_\_\_

Weather Condition: \_\_\_\_\_

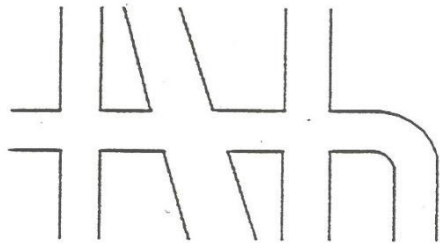
Road Condition: \_\_\_\_\_

Describe Accident (include directions)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Diagram of Accident**

Show names of streets and directions in which vehicles were moving. Indicate clearly N, S, E, or W.



**Accident Report Card for:**  
(Keep in your vehicle's glove compartment)



Seattle Pacific University  
Office of Safety and Security

In case of accident, call the  
SPU Safety and Security Office  
(206) 281-2922

This card is not intended to replace the accident report required by the insurance company or the State of Washington Motor Vehicle Collision Report Form.

Accidents should be reported to the Office of safety and Security, which is open 24 hours daily by dialing (206)281-2922. The call may be collect. They will take preliminary information over the phone and help with procedures to follow if the motor pool vehicle is disabled. Inform the officer on duty of any injuries, hospitalizations, and/or fatalities. The officer will make the proper notifications. If alternative forms of transportation are required, the officer may assist in notifying others that may be able to help. After the initial interview is completed, the officer will notify the Director of Safety and Security regarding the accident.

The witness card may be handed to a witness who saw the accident so that they can record their name, address, and phone number for later investigation. An example of a witness card is shown below:

**Witness Card**

IF YOU SAW THE ACCIDENT, KINDLY FAVOR THE DRIVER BY FILLING IN THIS CARD AND RETURN TO THE DRIVER.

REMARKS: \_\_\_\_\_

NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_

DATE \_\_\_\_\_ PHONE \_\_\_\_\_



University representatives involved in the accident should take adequate snapshots of the accident scene using the disposable camera in the vehicle. The officer with the Office of Safety and Security will be able to assist the representatives in determining the best angles of visual documentation. Departments using the camera for anything other than its single intended use will be fined accordingly.

### **What to do in Case of an Automobile Accident**

If necessary, to prevent further damage or hazards, move vehicle onto the shoulder or side of the roadway if possible. Place warning signals (reflective triangles) promptly.

- Ask someone to summon the Police and medical assistance if anyone is injured and then to report back. If after five minutes no one has arrived, repeat the request.
- Keep calm. Be courteous. Make no statement concerning the accident to anyone except a Police Officer. Get his/her name, badge number, and department which he/she belongs to.
- Secure and solicit the aid of witnesses or persons at the scene. Ask for completion of Witness Cards or names of witnesses, who will be of value to the adjuster in claims and settlement.
- Obtain names and addresses of anyone injured and involved vehicle license numbers. Also obtain the names and addresses of drivers and occupants of all cars involved.
- Report the accident to Safety and Security immediately. They will take an accident report and start the insurance claim process. Call (206)281-2922, 24 hours daily. Collect calls will be accepted.
- If no one has done so, report the accident at once to the State Police or other authority, as required by law.
- Before leaving the scene of the accident, check to determine if all factual information has been recorded.

### **Exclusions**

When renting one of the Safety and Security vehicles, your department representatives would agree (a) that the rented vehicle shall not be used to transport passengers or property for hire; (b) that the rented vehicle shall not be used to carry passengers other than in the interior or cab of the vehicle; (c) that the rented vehicle shall not be used to carry passengers in excess of the capacity thereof; (d) not to carry passengers, property or materials in excess of the rated weight carrying capacity of the vehicle (e) not to use the vehicle to push, propel or tow another vehicle, trailer or any other thing without the written permission of the Office of Safety and Security; (f) not to use the vehicle for any race or competition; (g) not to use the vehicle for any illegal purpose; (h) not to operate the vehicle in a negligent manner; and (i) not to permit the vehicle to be operated by any other person without the written permission of the Office of Safety and Security.