

**Southeastern Louisiana University
Physical Plant
University Pool Vehicle and Fuel Cards
Standard Operating Procedure**

The following Standard Operating Procedure is to be a guide for vehicle and fuel cards usage. The procedures are to be followed by the entire University Community.

I. Vehicle Usage

State owned University Pool vehicles are to be used for transportation associated with official University business. The driver must be an employee of the University. Travel must be approved by the Department Head or Budget Unit Head. Student Workers and Graduate Students who are employed by the University are granted driving privileges as regular Southeastern Louisiana University employees. Funds for travel must be available in the proper Budget Unit at the time the vehicle request is filled.

II. Driver Qualifications

Every University driver must have completed the State of Louisiana's Defensive Driver Course taught by the University's Safety Office. The driver must also have a valid Louisiana Drivers License for the particular vehicle desired as listed below. Based on accidents at other state universities, Southeastern students may NOT drive university vans even if they are student workers. Every driver must be prepared to show his/her driver's license when requested by the Physical Plant Personnel.

- a) 15 Passenger Vans Class D License
(SLU Lab School Elementary students cannot ride in the passenger vans)

1. Student Workers and Graduate Students

Student Workers and Graduate Students are not allowed to drive University vans.

2. Graduate Assistants

Graduate Assistants should be allowed to drive University vehicles, including vans with and without passengers, provided all other requirements are met.

III. Reservations

The first step in reserving a vehicle is to view the Vehicle Schedule online at the Physical Plant website. (http://www.selu.edu/admin/phys_plant/vehicle/index.html) If a University pool vehicle is available the next step is to complete all requested information on a University Vehicle Reservation Request. This request must be typed and signed by the Department Head or Budget Unit Head. Vehicle reservations should be made as far in advance as possible. Once the request form is confirmed, the requesting department will receive an Approved Department copy of the vehicle request form. If you have any questions, please call the Physical Plant office at 985-549-3333.

IV. Reservation Priorities

At times there are more requests for University vehicles than can be accommodated. Normally, vehicles will be obtained on a "first come, first serve" basis using the following priority criteria system:

1. A State of University declared emergency has first priority.
2. University sanctioned athletic events or academic field trips, conferences, presentations, etc.
3. Third priority is for those situations where a personal owned vehicle could be substituted with reimbursements. High mileage trips will be given priority over low mileage trips due to less expense to the University to operate a state vehicle.
4. The fourth priority is for those requests for vehicles to be used either on campus or in the immediate Hammond area.

Note: The University is not in the transportation business since we have limited resources; therefore, all vehicle request made by clubs, organizations and/or civic organizations will be filled on a "first come, first serve" basis using the previously noted priorities.

V. Charges

The cost of vehicles is as follows:

1. 15 passenger vans are \$0.26 per mile with a \$10.00 minimum charge.

VI. Penalties

If a University vehicle is not returned at the indicated time and there are no extenuating circumstances (determined on a case by case basis) to have caused a late return, the department will be billed \$25.00.

If a University vehicle is not canceled within 24 hours, there will be a \$25.00 charge.

If a University vehicle is returned in poor condition (litter, debris, obvious signs of abuse, etc.) the department may be charge a cleaning fee of \$25.00.

VII. Denials Due to Special Situations

Even though you have received a confirmation, your request may be denied at a later date due to a change in priorities, or unforeseen event. This could occur due to a request made by a higher priority party. A request might also be denied if a several vehicle malfunction is encountered or if a vehicle is involved in a collision. Physical Plant will provide as much advance notice as possible. All requesting parties must be ready to obtain alternate transportation at short notice.

VIII. Substitutions

The Physical Plant reserves the right to substitute a different vehicle from that indicated on your Approved vehicle request due to a mechanical malfunction, a vehicle was not returned at the designated time, or similar unforeseen events.

IX. Driver's Responsibility

1. Observe all safety rules and regulations at all times.
2. Complete the MV3 Log Sheet (in vehicle) and the back of the University Vehicle Reservation form gold copy.
3. Perform before, during, after maintenance checks: tires, exterior/interior damaged, oil/lubricant levels, etc.
4. Report any problems or accidents promptly.
5. If you call for Physical Plant assistance, then get repairs done before help arrives, be sure to call back to report repair completed.
6. The gates at the Physical Plant compound are usually locked after 5:00 pm and on weekends to insure this safety of vehicles and the users. If you are returning a vehicle after hours, contact University Police at 985-549-2222 or go by their office at Pride Hall on SGA Drive for escort service.

X. Vehicle Pickup/ Delivery

On the day of vehicle reservation, you will need to pickup the vehicle packet (keys, fuel credit cards, paperwork) from the Physical Plant Office. The back of the paperwork needs to be completed in its entirety as well as the MV3 log sheet (inside vehicle). If the trip is on a weekend, keys and fuel credit cards will need to be picked up prior to the office closing on the last working day of the week. University vehicles are inspected by a Physical Plant mechanic prior to departure.

University vehicles are picked up from the Physical Plant on North Oak Street. Vehicles must be returned daily to the Physical Plant where they can be locked up in the fenced in area. University vehicles can not be parked overnight on campus to reduce the risk of vandalism.

The vehicle packet needs to be returned the Physical Plant Office or placed in the key slot box located at the back entrance of the office. University vehicles are inspected by a Physical Plant mechanic once returned for general conditions, any damages or problems will be immediately reported.

XI. Storage/Commuting of Vehicles

Normally, all vehicles are to be stored within the confines of the Physical Plant fenced in area; however, an employee may store overnight a University vehicle at a home location when an employee will be departing or returning from an official trip either before or after normal working hours or where the home residence is reasonable in route between employee's official domicile or the vehicle storage site and the place where the employee is to commence work the next workday.

XII. Emergency Procedures/Accident Reporting

Steps to take in the event of a Breakdown or Accident:

1. Safeguard all personnel – If possible, get vehicle off of road. Turn on flashers. Stay with vehicle until help arrives.
2. Call for Assistance:
 - i. Call Physical Plant first (985) 549-3333.

- ii. If it is after working hours or weekends take the following action:
 1. Contact a reliable vendor - AAA, etc. to make road service as required – i.e. flat tires, broken belts, hoses, etc. If the vendor recommends repairs of a more complicated nature:
 - a. Attempt to get repairs through an authorized dealer (Ford, GMC, etc.) Keep all billing invoices.
 - b. If no authorized dealer is available, get the best repair help available. Retain replaced parts and all billing invoices.
 - c. If you are near the University, the vehicle should be towed to Physical Plant maintenance area by University personnel for repairs.
- iii. Accident Reporting
 1. Should a vehicle be involved in an accident, contact the Police department to complete a report.
 2. Contact the campus Safety & Hazardous Material Management Office at 985-549-2157 within 24 hours. This is required if you are driving your personal vehicle, rental/leased vehicle or any University vehicle (including non-licensed vehicles such as golf carts).

Note: A copy of these emergency procedures will be given in the vehicle packet.

XIIV. Items Left in Vehicles

The University Department that used the University vehicle will be contacted if any items are left. The items will be disposed of if not picked up within 90 days. This applies to any items that have a value of \$100 or less. Any item with a value over \$100 will be brought to University Police after 90 days.

XIII. Rental Fuel Cards

Rental Fuel cards are to be used for vehicles rented using the State Contract outside of the University Pool vehicles. A University Vehicle Reservation Request form must be completed prior to receiving the Rental Fuel cards. A copy of the Travel Authorization and documentation that a State Contracted rental vehicle is being used must be attached to the University Reservation Request form. The Rental Fuel cards can be picked up at the Physical Plant.