

USE OF WCU RENTAL VEHICLES PROCEDURE

Overview:

This procedure describes the process for reserving WCU rental vehicles, completing the Motor Pool Trip Sheet (Vehicle Requisition Form), picking up the vehicle, preparing for the trip, fueling the vehicle during the trip, submitting the completed requisition form and returning the vehicle.

Procedure Framework

1. Timeliness of Reservation Requests:

- a. The Motor Pool is operated for the convenience of the University community, and representative numbers and types of vehicles are available to meet the average needs of the University. Generally, the vehicles are reserved on a first-come, first-served basis. Therefore, the requestor should request a vehicle as soon as the need is recognized.
- b. The Motor Pool Supervisor or the designated representative will respond to a reservation request within 1 business day of receipt.

2. Operator Requirements

- a. Before issuing a WCU vehicle, the Motor Pool Supervisor or designated representative verifies the driver:
 - Has a valid operator's license.
 - Is a WCU or Commonwealth of Pennsylvania employee who is being paid while driving.
 - Possesses a properly authorized Motor Pool Trip Sheet (Vehicle Requisition Form).
 - Is at least 21 years old.
 - Follows all the provisions of the policy entitled: WCU Vehicle Policy.

3. Record Retention:

- a. The Motor Pool Office retains the Motor Pool Vehicle Requisition form, with any WEX card receipts attached for 3 years.

4. Responsibilities

a. Drivers

- Drive safely; the driver can be held liable for any damages or costs caused by carelessness, negligence, or actions beyond the scope of authorized use.
- Safeguard the vehicle when unattended; turn off engine and lock the doors.
- Perform routine maintenance; check the oil, add coolant, check tire pressure, etc.
- Avoid long periods of idling. Turn off the engine if you remain in one place for more than three minutes. At no time should a vehicle be left running when unattended.
- Use the most direct route to the trip's destination.
- If possible, carpool with other individuals who are traveling to the same destination.
- Pay all parking and moving violation fines that occur during the trip, immediately.
- Return the vehicle at the scheduled time; if the vehicle is not returned at the designated time and there is not a vehicle available for the next user, a vehicle will be rented from a commercial leasing company, and the drivers cost center will be charged those rental fees.
- Remove all personal items and clean out any litter before returning the vehicle. WCU is not responsible for the loss of or damage to personal property left in the vehicle.

- b. Driver of 15-Passenger Vans must complete the WCU 15-Passenger Van Orientation Program and be certified to operate a 15-Passenger Van. Contact the Motor Pool Supervisor for more information.

5. Maintenance Garage Staff:

- a. Verifies that the driver is properly authorized to use the WCU vehicle.
- b. Ensures that the vehicles are properly maintained and mechanically sound when issued to a driver.

- c. Assigns a vehicle that meets the stated needs of the requestor, within the confines of vehicles available within the fleet.
- d. Adheres to the Guidelines for WCU Vehicle Usage During Severe Weather.

6. To Reserve a Vehicle, the Requestor:

- a. Sends an email to the Maintenance Garage office at autoshop@wcupa.edu
- b. Provides the following information:
 - Name of the person who will be officially assigned the vehicle. **Note:** *If more than one person will be driving the vehicle during the trip, then all drivers must be listed.*
 - Destination.
 - The pick-up and drop-off time/date of the vehicle.
 - The type or size of vehicle that is needed for the trip.
 - The SAP cost center or SSI number to be charged for the vehicle-related costs.
 - The phone number of the requestor.
- c. The Motor Pool Supervisor or designated representative notifies the requestor when the reservation is confirmed.
 - If a vehicle is not available that meets the request, then the Maintenance Garage Representative will suggest alternative vehicles.
 - *If no vehicle is available, then the requestor must find an alternative means of transportation at their own expense.*

7. To Complete the Motor Pool Trip Sheet (Vehicle Requisition Form), the Requestor:

- a. Enters the information on the top half of the Motor Pool Trip Sheet.
- b. Obtains the signature of the individual, who has cost center signing authority so that vehicle expenses can be reimbursed to the Maintenance Garage account.
- c. Obtains signature of Vice President or Dean.
 - *WCU policy does not allow for Associate or Assistant Deans or Vice Presidents to sign, unless designated in advance in writing by the Dean or Vice President.*

8. To Pick-Up the Vehicle, the driver:

- a. Takes the completed Trip Sheet form to the WCU Maintenance Garage. If the driver's personal vehicle is to be left in the Motor Pool's area, the driver may request a Temporary Motor Pool Parking Pass.
- b. Provides proof of the requirements listed in the section 2 of this procedure.
- c. The driver should note any damage to the vehicle before leaving the parking lot. Report damage to the Motor Pool office before taking the vehicle.

9. To Cancel the Reservation:

- a. If it is necessary to cancel the vehicle reservation, then the requestor must notify the Motor Pool Supervisor as soon as possible so that the vehicle may be made available to another requestor. Cancellations less than one work day prior to the scheduled trip departure will result in the daily rate being charged to the applicable cost center.

10. To Prepare for the Trip, the Driver:

- a. Verifies that their driver's license is on-hand.
- b. Checks for the following items in the glove compartment:
 - WEX Card
 - Vehicle registration card
 - WCU Proof of Self-Insurance card
 - Blank Accident Report forms
- c. Confirms that there is a roadside emergency kit in the vehicle or trunk.
- d. Checks that the seat, mirrors, etc. are adjusted properly.
- e. Learns the operation of cruise control, windshield wipers, lights, etc.
- f. Enters the beginning odometer reading and the start date of the trip on the Motor Pool Trip Sheet.
- g. Read the E-Z Pass Use While Driving WCU Vehicles information, when toll roads or bridges are going to be traveled.

11. To Fuel the Vehicle During the Trip, the Driver:

- a. Purchases regular, unleaded gasoline and any other necessary vehicle-related items using the Wright Express (WEX) card.

Note: Do NOT use the WEX card to purchase food or personal items.

- b. Retains all WEX card receipts for submission with the completed Motor Pool Requisition Form.

Note: *If the WEX card is lost or stolen, please notify the WCU Auto Shop immediately at 610-436-2434.*

12. To Complete the Rest of the Motor Pool Trip Sheet (Vehicle Requisition Form), the

Driver:

- a. Enters the ending odometer reading and the return date.
- b. List any off-campus gas, oil, or repair purchases.
- c. Attaches the applicable WEX card receipts.
- d. Notes any E-ZPass usage.
- e. Submits any comments about the vehicle's condition.

13. To Return the Vehicle, the Driver:

- a. Parks in the designated Motor Pool parking area, which is adjacent to 821 S. Matlack Building.
- b. Locks the vehicle and closes all windows.
- c. Delivers the key and the completed Motor Pool Trip Sheet (Vehicle Requisition Form) with any WEX card receipts attached, to the WCU Auto Shop Office.

Note: *During non-business hours, the driver drops the key and the completed Motor Pool Trip Sheet (Vehicle Requisition Form) with any WEX card receipts in the designated Key Depository slot at the Auto Shop.*