

LIBERTY UNIVERSITY

Transportation Motor Pool Procedure

Written for: Liberty University

Liberty University: Training Champions for Christ since 1971

Mission Statement

The mission of the Motor Pool is to provide any asset, under their control, that fits the need of the University mission. The Motor Pool provides excellent guidance on the asset needed to complete any project or job. It also provides assets to conduct University business and advancement with vehicles and specialized equipment. Motor Pool is here to promptly serve this University when called upon.

Purpose

The Motor Pool is the University's proprietor of various assets offered to the plethora of University departments and employees. Motor Pool is here to offer an effective and prompt service. The goal of the motor pool is to help curb costs incurred by the University due to unnecessary rentals, unintentional damage, prolonged use without proper maintenance, and by providing the right Asset for the right purpose. With the Motor Pools Inventory and knowledge, guidance can be provided on the proper asset for the expressed need, training can be offered for safe operation, equipment can be moved to fit University needs, and costs are drastically diminished University wide.

Reservations

Reservations are requests by University Employees, identified as Requestor, for a vehicle or specialized equipment to accomplish a task on behalf of Liberty University with in Campus or the Greater Lynchburg Area. Any use with in Intrastate Virginia or East Coast Interstate will be determined on a case by case basis by Management.

1) Reservations Qualifications

- a) In order to make a reservation request, the Requestor must be qualified via University approved means for what you are requesting. All records or qualifications are kept by Human Resources and/or Safety department. Proof of qualifications may be required of the Requestor prior to approval of reservation.
- b) Reservations for contractors are offered with prior University Management approval. Contractors are required to submit OSHA approved credentials prior to reservation approval. Failure to provide credentials will result in denial of reservation. The requestor must be a University employee and will be held responsible for the reservation on behalf of the contractor.

2) Forms

- a) Reservations are to be made by filling out the following forms:
 - i) Vehicle Reservation Request Form (approved method via the Vehicle Master Plan).
 - ii) Equipment Reservation Request Form.

All forms can be found on the Motor Pool Splash page, in the forms tab, and are to be completed and sent back to equipment@liberty.edu. All forms should be filled out in their entirety where applicable. Any questions about the forms can be addressed to the email stated.

3) Motor Pool Responsibility

- a) All vehicles and equipment will receive a joint pre and post trip inspection by Motor Pool personnel and Requestor. Inspection will include the following but not limited to:
 - i) Fuel Verification (Tank must be full)
 - ii) Fluid Level Verification (Manufacturer Specs)
 - iii) Interior Cleanliness (Trash and spills)
 - iv) Exterior Cleanliness (Excessive Dirt Buildup)
 - v) Damage (Interior and Exterior)
- b) All defects will be documented with photographs and supporting documentation and put into the Fleet Management database
- c) All needed repairs are to be scheduled with Service Advisor/Administrative personnel promptly.

4) Driver Responsibility

- a) All vehicles and equipment will receive a joint pre and post trip inspection by Motor Pool personnel and Requestor. Inspection will include the following:
 - i) Fuel Verification (Tank must be full)
 - ii) Fluid Verification
 - iii) Interior Cleanliness (Trash and spills)

- iv) Exterior Cleanliness (Excessive Dirt Buildup)
- v) Damage (Interior and Exterior)
- b) Requestor or additional drivers are required to do a daily walk around and inspection on the asset throughout the duration of the reservation. Requestor is expected to maintain the following:
 - i) Maintain appropriate fluid levels and proper tire inflation.
 - ii) Keeping Interior Clean of spills, trash, and dirt buildup.
 - iii) Keep Exterior Clean of excessive buildup.
 - iv) Greasing Joints (if equipment).
 - v) Maintaining Fuel Level.

5) Deliveries, Pick-ups, and Returns

- a) All reservations will require a designated date frame for use. All time frames are subject to be adjusted based on previously scheduled departmental obligations. Motor Pool will prioritize based on University needs, order of reservations received, available inventory, Administration Directive, unforeseen repairs, etc.
- b) Specific Delivery times/Pick-Up for equipment can be requested but will be subject for review based on the above mentioned.
- c) Specific Pick-up/Return times for vehicles can be requested but will be subject for review based on the above mentioned.
- d) Keys for reserved equipment will be signed for by the requestor at the Transportation Office. This is to be followed under every reservation circumstance.
- e) Keys for reserved vehicles will be signed for by the requestor at the Transportation office. This is to be followed under every reservation circumstance.
- f) All keys are to be returned to Transportation at the conclusion of the reservation by the Requestor. If reservation concludes after Transportation Hours of Operation, keys can be dropped off in the Night Key Return located next to the office doors.
- g) All equipment and vehicles are expected to be returned clean and full of fuel. Failure to do can result in financial obligation to the Requestors' department and a suspension of Reservation privileges.

6) Damage and Breakdowns

- a) If the reserved asset receives damage of any kind, the Requestor is to immediately contact LUPD (Campus Use) or local law enforcement to have a police report completed. This is to provide official documentation of the damage. Police Report numbers need to be sent to a designated contact within the Transportation Department. A follow up report with LUPD must be completed upon return to campus if damage occurs offsite.
- b) If a reserved equipment breakdown occurs, please contact the Motor Pool team at equipment@liberty.edu to report it. A temporary loaner will be provided, if available, at no cost to the requesting department while repairs are being conducted. If the breakdown occurs due to neglect or damage, responsible department will be obligated to fund the repair as well as fund a rental (if inventory cannot supply the replacement).

- c) If a reserved vehicle breakdown occurs, please contact the Transportation Department personnel at the assigned contact information given to the Requestor at pick-up. A temporary loaner (if available) will be provided at no cost to the requesting department, if the reservation is within the Greater Lynchburg area, while repairs are being conducted. If the breakdown occurs due to neglect or damage, responsible department will be obligated to fund the repair as well as fund a rental (if inventory cannot supply the replacement).

7) Job Site Review

- a) Reservations for equipment are subject to job site review by the Motor Pool Supervisor.
- b) Job Site review will consist of the Motor Pool Supervisor assessing the job site listed in the reservation requests. The Motor Pool Supervisor can recommend or confirm the requested equipment based on review of ground pressure requirements, height of job, weight restrictions, width of entry or width of passing corridors, possible collateral damage etc.

Loaners

Loaners are vehicles or equipment that are loaned out to a department while a departmental assigned asset is receiving repair or maintenance. Motor Pool may keep up to 10% of fleet inventory for available loaners or a lower percentage with Administration approval. All attempts will be made to loan an identical asset ie. Cargo Van for Cargo Van or Zero Turn Mower for Zero Turn Mower. Loaners are given on a first come first serve basis and are based on availability. Loaners can be requested for scheduled maintenance beforehand and request must be received at least 24 hours prior to scheduled maintenance. Loaners for break downs and unforeseen repairs will be available as inventory allows. Keys will be issued by Motor Pool personnel and asset will be signed for at the Transportation office by the Requestor.

1) Loaner Requests

- a) Loaner requests can be made to equipment@liberty.edu. Requests received less than 24 hours of scheduled maintenance are subject to unavailability.
- b) Loaner requests are on a first come first serve basis. Motor Pool does not guarantee availability.
- c) A joint pre and post Trip inspections will be conducted by Motor Pool personnel and Responsible party to the specifications listed on Reservation portion section 2.a of this procedure.

2) Loaner Returns

- a) Loaners are expected to be returned upon completion of repair or maintenance.
- b) All equipment and vehicles are expected to be returned clean and full of fuel. Failure to do so can result in financial obligation to the Requestors' department and a suspension of Reservation privileges.