

LIBERTY UNIVERSITY

Motor Pool Policy and Procedure

A Sub-Department within Transportation

Training Champions for Christ since 1971

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Mission Statement

The mission of the Motor Pool is to provide any asset, under our 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 resource for various assets offered to the plethora of University departments and employees. The Motor Pool is here to offer an effective and prompt service. The goal of the Motor Pool is to help curve 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 Pool's 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.

1. 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 within Campus or the Greater Lynchburg Area. Vehicle use within 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 is requested. All records of 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. In conjunction with the Vehicle Master Plan, all vehicle loan outs must be returned within 1 day. Transportation will only approve trips within 4 hours driving time of the University. Beyond that jurisdiction will require Senior Management approval.
- c. Departments may only request 1 vehicle per event. Any need that requires more than 1 vehicle will be denied and forwarded to Liberty Charter Service.
- d. Reservations will also be declined for all camps that are not academic for University students. The University has mandated that needs for camps should go through University Events.
- e. Reservations will be made on a “first come first serve” basis. A minimum for all reservations is 24hrs. Any reservation request made less than 24hrs will be subject to review by Senior Management.
- f. All responses will be made within 1-3 business days.

2. Forms

- a. Reservations are to be made by filling out the following forms:
 - i. Vehicle Reservation Request Form
 - ii. Equipment Reservation Request Form
- b. All forms and links can be found on the Motor Pool Splash page, in the forms tab, and are to be completed electronically. Forms will automatically be sent to equipment@liberty.edu. Any questions about the forms can be addressed to the email stated.
- c. Reservations cannot be made by phone or text.
- d. All reservation requests require following approvals. Motor Pool personnel will contact the necessary parties prior to completing the reservation.
 - i. Supervisor Approval: 1-2 days
 - ii. Director/Manager Approval: 3-4 Days
 - iii. Vice President/Dean Approval: 5 Days+
- e. Definition of trip types:
 - i. Greater Lynchburg Area (Any trip within 1 hour from campus)
 - ii. Day Trip (Any trip within 1-4 hours from campus)
 - iii. Single Night Stay (Any trip within 4hrs from campus that requires 1 overnight)
 - iv. Seasonal (30 days to 90 days)
 - v. Other

3. Motor Pool Responsibility

- a. All vehicles and equipment will receive a joint pre and post trip inspection by Motor Pool personnel and Requestor. Inspections include 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 Coordinator/Administrative personnel promptly.

4. Requestor Responsibility

- a. All vehicles and equipment will receive a joint pre and post trip inspection by Motor Pool personnel and Requestor. Inspections include but not limited to:
 - 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, to include fuel, and proper tire inflation.
 - ii. Verify registration tags, inspection sticker, and service decals are current.
 - iii. Keeping Interior Clean of spills, trash, and dirt buildup.
 - iv. Keep Exterior Clean of excessive buildup.
 - v. Greasing Joints for specialized assets (equipment and dump trucks)
 1. Transportation will not supply grease applicator.

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/Pick-Up/Return times for equipment can be requested but will be subject for review based on the above mentioned.
- c. Keys for reserved vehicles and equipment shall be signed for by the Requestor at the Transportation Office. A print out of reservation confirmation number shall be given to Transportation at pick up. This is to be followed under every reservation circumstance.
- d. All keys are to be returned to Transportation at the conclusion of the reservation. If reservation concludes after normal business hours, keys shall be dropped off in the Night Key Box located next to the office doors. Failure to do so may result in

financial obligations to the Requestor and/or Requestor's department as well as a suspension of reservation privileges.

- e. 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 Requestor's department and a suspension of reservation privileges.

6. Use During Reservation

- a. In conjunction with HR Policy in Section 7.8 of the Employee Handbook, vehicles are not allowed for personal use. This includes taking the vehicle home.
- b. Motor Pool vehicles are forbidden from violating Toll Roads. All tolls must be paid upon time of encounter. Failure to adhere to this will result in denial of future reservations.
- c. Equipment is not allowed for personal use.
- d. Transportation personnel monitor the use of all assets campus wide. If a reserved asset is found to be unused for 48 hours, the Motor Pool team reserves the right to recall the piece of equipment with no notice and may have the asset picked up.
- e. It is the Requestor's responsibility to notify Motor Pool personnel of any delays that have occurred during reservation if it impacts the reservation (i.e. weather delay, emergency jobs elsewhere, etc.)

7. Extensions

- a. Motor Pool personnel must be notified of an extension request at a minimum of 24 hours prior to scheduled pick up time.
- b. Extension requests are subject to approval due to maintenance scheduling or prior reservations.
- c. If an extension is not granted, the requesting department will be responsible for renting the equipment through a 3rd party at no cost to Transportation.

8. Lost Keys, Damage, and Breakdowns

- a. Keeping up with the keys is the responsibility of the Requestor. If keys are lost the requestor could be financially responsible for up to/but not exceeding the following:
 - i. Equipment Keys: **\$500.00** (lock change requirements)
 - ii. Non-Programmed Vehicle Keys: **\$50.00**
 - iii. Programmed Vehicle Keys: **\$150.00**
- b. If the reserved asset becomes damaged, 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.
- c. Damage that is not previously reported will be the responsibility of the Requestor and his/her department who assumes custody during reservation. Damage should be noted during inspections.
- d. If a breakdown occurs, please contact the Motor Pool team at equipment@liberty.edu or call (434)-592-3248 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 within the Greater Lynchburg area.

- e. If any breakdown occurs due to neglect or damage, the responsible department will be obligated to fund the repair as well as fund a rental.

9. Job Site Review

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

2. 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. 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 are on a first come first serve basis. Motor Pool does not guarantee availability.
- b) Loaner requests can be made to equipment@liberty.edu. Requests received less than 24 hours of scheduled maintenance are subject to denial. Loaners for break down or unforeseen repairs will be available as inventory allows.
- c) All attempts will be made to loan an identical asset i.e. Cargo Van for Cargo Van or Zero Turn Mower for Zero Turn Mower.
- d) A joint pre and post trip inspection will be conducted by Motor Pool personnel and Requestor to the specifications listed in Section 1 of this policy.

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.

3) Lost Keys, Damage, and Breakdowns

- a) Keeping up with the keys is the responsibility of the requestor. If keys are lost the requestor could be financially responsible for up to/but not exceeding the following:
 - i) Equipment Keys: **\$500.00** (due to scope of getting locks changed)
 - ii) Vehicle Keys: **\$50.00**
 - iii) Programmed Vehicle Keys: **\$150.00**
- b) 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.
- c) Damage that is not previously reported will be the responsibility of the requestor and his/her department who assumes custodianship during reservation. Damage should be noted during inspections.
- d) If a reserved equipment breakdown occurs, please contact the Motor Pool team at equipment@liberty.edu or call 434-592-3248 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, the responsible department will be obligated to fund the repair as well as fund a rental (if inventory cannot supply the replacement).

- e) 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, the responsible department will be obligated to fund the repair as well as fund a rental (if inventory cannot supply the replacement).

3. Rentals

Liberty University has 3rd party vendors available to rent from when necessary. While the Motor Pool is designed to curbe the cost of unnecessary renting for the University, it is understood that there may be times where rentals are required. Motor Pool personnel should be consulted prior to any rental to verify University inventory and to prevent any unnecessary rentals.

1) Rental Guidelines

- a) The Motor Pool will provide a rental asset under the following circumstances:
 - i) An asset breaks down during the terms of the reservation and is located in the Greater Lynchburg area.
 - ii) An asset becomes unavailable for a confirmed reservation for any non-emergent reason.
- b) Departments will be responsible for a rental asset under the following circumstances:
 - i) Inventory not available for non-committed reservation request for any reason.
 - ii) University emergency arises and the committed asset must be redirected elsewhere.
- c) All rentals shall be confirmed with a PO through Buy LU. Vendors will be instructed not to honor any rentals without expressed consent from Transportation personnel or it will delay their payment.
- d) All vehicle rentals shall follow the guidelines set forth in the HR Policy in Section 7.8 of the Employee Handbook and the Liberty University Travel Policy.

2) Use During Rentals

- a) Employees are expected to care for the rental as if it were a University asset. All rentals shall follow preventative maintenance outlined in Section 1.4 of this policy.

4. Refueling

Stated in Section 1, it is the responsibility of the Requestor to ensure that the asset is returned completely full of fuel and fuel level is maintained during the reservation. Liberty University currently has various fuel sites located at the designations below. FMB is defined as Facilities Management Building. The upper building is building 1 and the lower building is building 2.

1) FMB 2 Fuel Island (Located at 4510 Mayflower Dr.)

- a) Requirements to access the fuel pump are as follows: LUID Number, Admin Number, and current odometer reading.
- b) When driver pulls up to the pump there will be a primary console that will ask for LUID (minus the L), vehicle number, and odometer reading
- c) Unleaded Fuel pump number will always be 1
- d) Diesel Fuel Pump number will always be 2
- e) Diesel Exhaust Fluid pump number will always be 3
- f) You must be in the Fuel Management system in order to utilize Liberty University fuel. Please contact pmay@liberty.edu for enrollment status.

2) FMB 2 Additional Station (Located at 4510 Mayflower Dr.)

- a) Requirements to access the fuel pump are as follows: LUID Number, Admin Number, and current odometer reading.
- b) When driver pulls up to the pump there will be a primary console that will ask for LUID (minus the L), vehicle number, and odometer reading
- c) Unleaded Fuel pump number will always be 1
- d) Diesel Fuel Pump number will always be 2
- e) You must be in the Fuel Management system in order to utilize Liberty University fuel. Please contact pmay@liberty.edu for enrollment status.

3) On Campus Fueling

- a) Locations: South End Chiller Plant/Grounds Athletics Maintenance/Equestrian Center
- b) These fuel stations are for non-vehicles only (non-vehicle defined as not registered with state of VA)
- c) Requirements to access the fuel pump are as follows: LUID Number, Admin Number, and current hour meter reading.
- d) When driver pulls up to the pump there will be a primary console that will ask for LUID (minus the L), vehicle number, and odometer reading
- e) Unleaded Fuel pump number will always be 1
- f) Diesel Fuel Pump number will always be 2
- g) You must be in the Fuel Management system in order to utilize Liberty University fuel. Please contact pmay@liberty.edu for enrollment status.

4) Fuel needs when traveling

- a) In accordance with the Liberty University Travel Policy, fuel when traveling will require the use of a University Purchase Card.

5) Fuel needed on site

- a) Motor Pool has a mobile fuel trailer for diesel fuel available for onsite fueling located at the Transportation Shop located at FMB 1.

- b) A department may request use of the fuel trailer, but must come and pick it up and return it once completed with fueling.
- c) The fuel trailer shall be returned full of fuel. The Requestor using the trailer shall re-fill the trailer through the Fuel Master system prior to drop off of trailer at the Transportation Shop located at FMB 1.

5. Non-University Personnel

Non-University personnel are defined as vendors or contractors that are authorized to conduct work for the University. Non-University personnel must meet all the guidelines listed below and must follow all OSHA and additional safety standards set forth by the University.

1) Reservations

- a) Reservations are available to Non-University personnel that are authorized to conduct work on behalf of the University. Non-University persons are required to submit OSHA approved credentials prior to reservation approval. Failure to provide credentials will result in denial of reservation.
- b) Reservation requests shall be made by the University employee (also known as the Requestor) responsible for overseeing the Non-University personnel. The Requestor shall be held responsible for the Non-University personnel as well as the University asset during the duration of the reservation.
- c) Non-University personnel will be required to sign for the keys of the asset as well as a form at the Transportation Office.
 - i) This form states that contractors will be responsible for the cleanliness of and any damage that occurs to the asset during the reservation. The damage and any cleanup will be conducted by a 3rd party vendor at the contractor's expense. The contractor will also be responsible for providing a replacement asset of like capability during the repair.

2) Use During Reservation

- a) Non-University personnel will be required to follow the guidelines set forth for University employees found in Section 1.
- b) Refueling will need to be conducted by the requestor utilizing the fuel trailer as mentioned in Section 4 of this policy.