

A. MOTOR POOL VEHICLE GUIDELINES

The goal of Notre Dame's Motor Pool is to make available a variety of vehicles for rent to Notre Dame departments, employees and students for the purpose of carrying out University business. When vehicle needs are sporadic, use of the Motor Pool should be a convenient alternative to purchasing a vehicle or entering a long-term lease.

The following guidelines apply to the use of Motor Pool vehicles:

1. Authorization

Current University employees, students or authorized personnel may rent vehicles from the Motor Pool for University business purposes only. Personal use of Motor Pool vehicles is prohibited. Any driver of a University vehicle must meet the specified Risk Management and Safety requirements as defined in the *Vehicle Usage Policy for Notre Dame Employees* or *Vehicle Usage Policy for Students*.

2. Reservation

Call Transportation Services (631-6467) during normal business hours (8am – 4:30pm M-F) to reserve a vehicle.

- Be prepared to provide your name, department, vehicle type requested, business purpose/destination, date of desired pickup, date of return, budget account number.
- If the needed vehicle type is not available from the University fleet, Transportation Services will find a vehicle from an outside rental agency. *Under no circumstances should a University employee rent a local vehicle for business purposes without going through Transportation Services.*
- Travel restrictions may apply based on the recommendation of Transportation Services Manager.

3. Long Term Rental

Weekly or monthly rentals from the Motor Pool are available.

4. Cost

A rental fee will be charged to the user's department based on the type of vehicle and length of time used. Consult with Transportation Services for the current rate schedule. A service charge will be applied for lost keys.

5. Cancellations

Vehicle reservations must be cancelled at least one day prior to vehicle pickup. If the reservation is not cancelled within the above stated time, the minimum charge of one-half day rental will be assessed.

6. Insurance

Risk Management and Safety maintains proper insurance coverage for all University vehicles. Only the employee, or authorized individual for University business purposes, is authorized to operate the University vehicle. Refer to *Section IV. Operation and Use of University Vehicles, Paragraph C.*

7. Vehicle Pickup

Vehicles must be picked up at Transportation Services during normal business hours (8am – 4:30pm M-F). Transportation Services is located in the garage on St. Joseph Drive between Douglas Road and Holy Cross Drive.

- Transportation Services will provide a clean and fully fueled vehicle.
- Users are required to show a valid driver's license and sign for the keys.
- Students must present a signed approval form authorizing them to drive the vehicle.
- Users should visually inspect the vehicle before departing. Any existing vehicle damage must be noted on a *vehicle condition form* and left with Transportation Department personnel.

8. Use of Vehicle

All guidelines addressed in the *Vehicle Usage Policy for Notre Dame Employees* or the *Vehicle Usage Policy for Students* apply to Motor Pool vehicle use.

- Motor Pool vehicles may be used for business purposes only.
- Users must not permit any unauthorized person to operate the Motor Pool vehicle except when necessary in an emergency.
- Users are responsible for damage incurred to the vehicle. Follow the *Accidents or Vehicle Damage* guidelines in section 10.
- Motor Pool vehicles are not to be used for towing. No objects are to be placed, mounted or tied to the outside of the vehicle.
- Users are required to abide by all applicable motor laws and should drive the vehicle at legal speeds appropriate for traffic, weather, and road conditions.
- Users are responsible for paying all parking fines, traffic violations, tolls or other fees. Any ticket or bill sent to Transportation Services will be charged to the user's budget account with notification going to the department head.
- Users must not drive a University Vehicle while under the influence of alcohol or drugs.
- Smoking is not permitted in Motor Pool vehicles.
- Occupants of the vehicle are required to wear seat belts. The number of occupants in the vehicle should never exceed the number of seat belts.
- Parking on campus is only allowed in approved parking locations.
- Vehicle must be parked in a safe location and locked at all times when unattended.

9. Vehicle Return

The vehicle and keys should be returned to Transportation Services during normal business hours (8am – 4:30pm M-F). Off hour returns may be arranged with Transportation Department approval.

- Transportation Services will perform a visual inspection of the vehicle and document any damage on a *vehicle condition form*. The cost of repairs may be charged to the user's budget account.
- The vehicle must be returned reasonably clean. A service fee may be charged if cleaning is required to prepare the vehicle for the next rental.
- Transportation Services will refuel the vehicle and charge the user's budget account.
- When circumstances necessitate a change in the time of return, contact Transportation Services as soon as possible. Additional charges may apply if no notification of extended use is provided.

10. Accidents or Vehicle Damage

Promptly report to the local police, Transportation Services and Risk Management and Safety any accident or damage incurred while operating a University vehicle. Insurance and other necessary forms will be available in the Motor Pool vehicle.

- Occupants of the vehicle should seek immediate medical aid if injured.
- Keep calm and do not argue.
- Do not make any statements or admissions concerning fault or responsibility for the accident.
- Do not offer or agree to make payments for the accident or suggest the University will do so.
- Discuss the accident only with police officers or representatives of the University's Risk Management and Safety or Transportation Department.
- Record as much information as you can on all of the other parties to the accident. This information should include their name, address, telephone numbers, insurance company, driver's license, license plate number, make, model and year of the vehicle, precisely where the accident occurred, and witness information.
- Refer all questions from lawyers, the other party to the accident, insurance adjusters or representatives of the other party to the University's Risk Management and Safety Department.

11. Maintenance and Repair

Transportation Services provides maintenance and repair services for all motor pool vehicles. Refer to *Section III. Operation and Use of University Owned Vehicles, Paragraph E*.

12. Repair Work Away from Campus

In the event of vehicle breakdown, contact Transportation Services immediately (631-6467).

- If the breakdown occurs outside of normal business hours and no one can be contacted, make sure the vehicle is in a safe location. If necessary have it towed to a safe location.
- For minor repairs (\$250 or less), the user is authorized to pay for the necessary work and will be reimbursed upon submission of original receipts.
- For major repairs (\$250 or more), the user must obtain Transportation Department authorization before repair work begins.
- While the Motor Pool strives to maintain its fleet of vehicles in the best possible condition, breakdowns do occur. Transportation Services will make every effort to assist the user during any breakdown situation to minimize loss time and inconvenience. However, Transportation Services shall not be liable for any costs incurred by the travelers other than the actual cost to repair the vehicle. This specifically includes room and board and alternate means of transportation.