

ASSOCIATED STUDENTS VEHICLE MOTORPOOL POLICY

The A.S. Motorpool provides Associated Students' programs, support services, organizations, and Viking Union staff access to a variety of vehicles for outdoor recreation trips, cargo hauling, and passenger travel to meetings, conferences, and other events.

A. ELIGIBILITY

1. A.S. and VU staff, as well as other University-related individuals may access A.S. Motorpool vehicles.
2. All users must possess a current Washington State or other recognized driver's license, be at least eighteen years of age, and have a minimum of two years driving experience.
3. All users must also attend an A.S. vehicle orientation and complete the States basic driver-training program. Only drivers who have completed these sessions and signed the required paperwork may use AS Vehicles.
4. Students, Faculty and University staff are the only individuals eligible to drive an AS Vehicle.
5. Drivers will be subject to all A.S., WWU, county, state, and federal rules and regulations pertaining to motorpool vehicle use. Violations of any of these rules or regulations may be subject to fines, probationary use, or suspension of use of vehicles as determined by the A.S. Facilities and Services Council.

B. RESERVATIONS

1. Vehicle reservations should be made as far in advance as possible with the Viking Union Reservationist.
2. Failure to cancel a reservation may result in a one-day rental fee.
3. Vehicles should be returned by the time indicated on the VU Reservation Form. Exceptions must be approved by the Reservationist.
4. Vehicle drivers are responsible for properly and completely filling out the Vehicle Trip Card and returning it to the VU Reservations Office.
5. Keys should be requested and returned to the VU Administration Offices in VU-547 between 8 a.m. and 5 p.m., the VU Building Manager via the Information Desk after the Administration Offices close and on weekends, or left in the drop box in the 6V parking lot (only if the building is closed).

6. Required Approvals for Use of A.S. Vehicles:
 - a. Travel within Washington, Oregon, Idaho, Montana, or British Columbia require A.S. Business Director approval.
 - b. Travel to any other place: The organization must present their request to the appropriate council or board for approval and then to the A.S. Business Director.
7. Vehicles may only be used for the purpose for which they were purchased. Utility vehicles are available for recreation and hauling; passenger only vehicles are available for travel to meetings, conferences, etc.
8. The A.S. Motorpool operates on a break-even basis and is charged with maintenance of vehicles from fees charged. Therefore at the end of each year, net revenues shall be placed in an insurance fund for repairs due to at fault accidents

C. GENERAL

1. Any damage to A.S. vehicles or to other vehicles or property resulting from inappropriate or illegal use shall be the responsibility of the program, organization, or department which reserved it.
2. All accidents must be properly reported to local police or the State Highway Patrol. It is the driver's responsibility to ensure that all appropriate reports are filled out and filed with police and the VU Administration.
3. Alcoholic beverages, controlled substances or medications that affect your ability to operate a motor vehicle are all prohibited while using an AS Vehicle.
4. Exhibiting behavior which would reflect unfavorably on the image of the Associated Students or WWU is prohibited.
5. Vehicles will be maintained and returned in a clean condition. Violations may be subject to a cleaning charge.
6. In the event of a breakdown or accident, the driver should consult the emergency packet located in the vehicles for proper procedures.
7. Only the credit card attached to the vehicle keys may be used to purchase gas, oil, or minor repair items. State of Washington gas credit cards do not work in Canada. Arrangement for cash advances or reimbursement must be made in advance with the Reservationist. Exceptions may be approved in advance by the Director of Viking Union Facilities. Any repairs or towing exceeding \$50.00 must be approved by Viking Union Administration.

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8. Vehicles must be returned with no less than 1/2 of a tank of gas, oil must be checked at each fill up, only unleaded gas may be used, only self-serve gas may be purchased, and any problems must be noted on the Vehicle Trip Card.

Interpretation and Enforcement: VU Administration, Facilities and Services Council

MOTOPOOL.POL

Approved By: Director of Viking Union Facilities in lieu of Facilities and Services Council

Date Approved: 01/91

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Organization: Viking Union/Student Activities