

VEHICLE USE PROCEDURE

This procedure is to be used in conjunction with APP 5014 Vehicle Use and the Application to Drive.

REQUEST TO DRIVE PROCEDURES

In order to drive on College business, applicants must:

- Complete the [Request to Drive application](#)
- Attach required documentation to “Request to Drive” which includes:
 - Copy of driver’s license.
 - Volunteers – attach copy of [Volunteer Agreement Form](#) and DMV record.
 - Out-of-State Drivers, attach a current DMV record.
 - If requesting to drive your personal vehicle on College business, attach proof of current auto insurance for the vehicle that will be in use. Please note, when driving your own personal vehicle on College business, if you are in an accident, you will be liable and your insurance will be responsible.
- If driving a shuttle or van, complete driver’s training with Facilities Office.
- Forward documentation to Facility Services. Facilities will obtain a copy of the driver’s DMV printout for all State of Oregon driver’s licenses, with the exception of volunteers. Any applicants with out-of-state licenses are required to provide a copy of their current DMV printout. Facilities will review complete applications and approval. Incomplete applications will be returned. If further review is needed, the paperwork will be forwarded to the Office of Administrative Services to be approved or denied by the Vice-President of Administrative Services. In this case, Administrative Services will forward signed paperwork to Facilities Services. If Request to Drive is denied, Facilities will notify the requestor and the requestor’s supervisor of the denial.
- If approved, Facilities will inform the applicant and the applicant’s supervisor. If the driving applicant is a student athlete or volunteer for Athletics, Facilities will also notify the Athletic Department. At this time the applicant is approved to continue with scheduling their driver’s training.

RESERVATIONS

Requests must be made to reserve a vehicle by submitting a Reservation Request through MyLakerLink: [Vehicle Reservation Request](#)
You must complete your travel requisition before requesting your vehicle.

- Reservation requests are considered based on the priority system below:
 1. Instruction
 2. Athletics - provided that requests are received by the following deadlines:
 - Fall Season (Sep-Nov): by Aug 1
 - Winter Season (Dec-Mar): by Nov 15
 - Spring Season (Apr-May): by Mar 15
 3. Administrative/Academic Offices
 4. Student Organizations
- 48-hour notice is required for reservations of most fleet vehicles. One-month notice is needed for:
 - Three or more vehicles
 - 15 passenger vehicles
 - Requests for three consecutive days or longer
- Each College vehicle has a designated parking spot where it is to remain until your reservation pick up time. Due to limited parking in the Facilities parking lot, please remove the assigned vehicle from its parking spot, and park your personal vehicle in the assigned vehicle’s parking spot. When returning assigned vehicle, pull out personal vehicle and return assigned vehicle in its parking spot. Prompt return of the vehicles is mandatory. Vehicles may be scheduled again for another department on the same day. During an Enterprise rental, personal vehicles are not to be left in the Facility Services parking lot. Personal vehicles may be parked in the Newmark Center parking lot near Campus Security’s office.
- A late drop-off fee for rental vehicles may be charged for vehicles returned after the return date/time specified in the confirmed reservation request.
- If unsure what account to charge, please see your department administrator for this information.
- Barring unforeseen circumstances, all reservations confirmed by Facilities are firm unless cancelled by the reserving party.

VEHICLE RETURN

Upon return of the vehicle, the operator must complete the following:

- Gas: Vehicles MUST be returned with a full tank of gas. Please place all gas receipts in travel pouch.
- Travel Pouches & Keys: Place the completed trip slip and travel pouch in the travel pouch return slot to the right of the Facilities Services office door. If the vehicle is a rental, place keys in the Enterprise drop box and the travel pouch in the return slot. If Enterprise personnel are not able to get the keys from the drop box, Enterprise may choose to charge the College for an extra day. This cost will be charged to your department if incurred. This charge will be passed on to the requestors department.
- Late Night Return: If you are late in returning to campus and are concerned about safety, request an escort through Campus Security by calling 541-297-4200. The Coos Campus East entry is locked at 10pm and the Main entry is locked at 12am, nightly. The West entry near Student Housing remains open.
- Unavoidable Delays: Should unavoidable delays be encountered during a trip which prohibits returning the vehicle on time, during normal business hours, contact the Facilities office at 541-888-7250.
- Storage of Vehicles: No Southwestern vehicles or rentals are to be parked at a user's home overnight.

CANCELLATIONS

Please cancel all unneeded vehicle reservations with the Facilities department as soon as possible. This allows vehicles to be reassigned for other travel. All cancellations must be made within 24 hours of your scheduled rental or your department may incur charges. For Enterprise rentals of 12 and 15 passenger vans, 3 days' notice of cancellation must be made in order to avoid being charged.

ISSUANCE OF KEYS AND FUEL CARDS

All vehicles MUST be returned with a full tank of gas. Fuel expenses along with the rental charge are the responsibility of your department. Please make certain you have department approval before you secure a rental vehicle. If you have not received approval, the costs for the fuel and the rental will be your responsibility. For Enterprise Vehicle Rental rate information, please go to the Finance tab in LakerLink and click on rental rates.

A travel pouch will be checked out for the specific vehicle reserved. Each pouch will include emergency information, the vehicle's keys, fuel cards and a vehicle trip slip. It is mandatory to fill out the vehicle trip slip for each trip. Fuel cards are to be used for the Southwestern or rental vehicle fuel only. Using cards for unauthorized purchases constitutes fraud and the user will be held liable.

When practical, travel pouches are to be picked up at Facilities just prior to the departure time indicated on the approved Vehicle Reservation. Should the departure time fall outside of the normal working hours, the driver must make arrangements to pick up the travel pouch prior to 4:00 p.m. of the work day preceding the trip.

The rental contract (pink slip) will need to be returned to Facilities Services upon the return of your rental vehicle. If the fuel is not at the required level, the rental agency will add on their current fuel charge prices to your invoice.

EMERGENCY SERVICE

In case of emergencies where the vehicle cannot be driven, call 541-888-7250 or for after hours and weekends, call the Campus Security cell phone at 541-297-4200, to relay any problems encountered.

In the event you are involved in an accident with one of the Southwestern vehicles or a rental vehicle, follow these procedures:

- Do not move the vehicle or leave the scene of the accident unless it is unsafe to leave the vehicle in the current position.
- Immediately notify local law enforcement and include all pertinent information relative to the accident. Obtain the name, address, phone number and insurance carrier of the other driver and the names, phone numbers and addresses of any witnesses. Accident forms are located in the vehicle glove box.

EMERGENCY SERVICE (CONT.)

- Complete [Oregon DMV Accident Report](#) if
 - Damage to the College vehicle, rental, or personal vehicle is over \$2,500
 - Injury (No matter how minor)
 - Death
 - Damage to any one person's property is over \$2,500
 - Any vehicle has damage over \$2,500 and any vehicle is towed from the scene as a result of damages
- Notify Facility Services.
- If possible, take a picture of the damage to the vehicle(s).
- The department using the vehicle is responsible for making sure all the proper forms are completed and appropriate authorities notified.
- Complete an [Incident-Injury Report](#) and return to Administrative Services within 24 hours.

Adopted by Southwestern Administration as APP:
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