

POLICY

Effective Date: 01/1991

Revised:

Approved By: AS Board of Directors

Cancels: AS Vehicle Motorpool Policy Revised 5/05

POL-ASXXXX.XX USING ASSOCIATED STUDENTS VEHICLES

This policy applies to all use of Associated Student Vehicles by AS 10 organizations, AS Support Services, Viking Union Staff, or Clubs for official travel needs.

Definitions:

AS Clubs - Student Organizations officially recognized by Associated Students (AS) Activities Council.

AS Funds - Funds allocated and/or used by AS Organizations (e.g. Service & Activities Fee money or revenue).

AS Organization - AS Board-mandated functions with operating budgets, programming funds, designated office space, and salaried student staff.

Expenditure Request or ER - Online form to receive approval for purchases.

https://esign.wvu.edu/admcs/process/forms/AS/AS_Expenditure?.aspx

Mileage Card: Blue card filled out at the beginning and end of trip with mileage for billing purposes

AS Motorpool Vehicles: Vehicles provided by the AS for low cost AS Organization, VU Staff and Club Travel needs. (Departmental Vehicles i.e. Outdoor Center vehicles are not part of motorpool.)

Official Travel: Travel by authorized persons with approval of required travel forms and/or TEM for VU Staff, (e.g. cargo hauling, passenger travel to meetings conferences and other events, etc.)

Travel & Expense Management (TEM): all WWU Staff must complete form for travel, unless blanket request approved, <https://tvlwwis.wvu.edu/tvlexp/tvlexp-flex/index.html>

Travel Justification: 24+ hour/out of state travel form esign.wvu.edu/admcs/process/forms/AS/AS_Travel.aspx

Vehicle Authorization Form: https://esign.wvu.edu/admcs/process/forms/AS/AS_Vehicle.aspx

1. Advance Approval Required for Expenses and Travel

a) Approval for Students Employees, Clubs, or Student Volunteers consists of:

- Vehicle Authorization approved and completed by AS Business Office
- Travel Justification approved and completed if over 24 hours or out of state
- Expense Requests for travel funds approved and completed

b) Approval for permanent staff consists of:

- If AS funds Expense Request approved, if VU funds budget authority approval
- If AS funds all travel docs in section 1.a. approved
- Travel & Expense Management Authorization approved

2. Drivers Must Follow All AS, WWU, County, State and Federal Vehicle Use Rules/Regulations

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 AS Facilities and Services Council. (A,5)



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3. Eligibility Requirements Exist to Drive an AS Vehicle

All drivers must meet all of the following requirements:

- a) Possess a current Washington State or other recognized driver's license (A,2)
- b) Be at least eighteen years of age
- c) Have a minimum of two years driving experience
- d) Complete the basic online driver-training program to become state certified (A,3-4)

4. Alcoholic Beverages, Controlled Substances, or Medications That Affect Your Ability to Operate A Motor Vehicle Are Prohibited (C,3)

5. AS and Student Code of Conducts Apply (C,4)

Drivers and passengers are expected to behave in a safe and professional manner. Any incidents may be referred to the Office of Student Life following the Student Code of Conduct.

6. Mileage Cards Must Be Completed for Each Use (B,4)

7. Purchase of Gas, Oil or Repairs up to \$50 Must Be Made Using Credit Card Attached to Keys

Exceptions: (C,7)

- a) If the gas card is not accepted at the station please pay and keep the receipt, follow up with the VU Finance Office upon return for reimbursement.
- b) Any repairs or towing exceeding \$50.00 must be approved by the Associate Dean of Student Engagement/ Director of Viking Union Facilities or designee.

8. Reservations Office Requirements Exist for Use (B.1-2)

- a) Reservations should be made as soon as possible (B, 1)
- b) Failure to cancel a reservation within 24 hours before the reservation start date may result in a \$50 fine (B,2)

9. Keys Should Be Requested and Returned in the Following Ways (B.3-5, C,5)

- Monday-Friday 8 am-5pm from VU 535 (VU Admin Info Desk)
- All other hours building is opened from Building Manager via VU 630 (6th floor Info Desk)
- When building is closed in the drop box in parking lot 6V

10. All Vehicle Returns Have Certain Requirements (B.3-5, C,5)

All vehicles should be returned:

- a) by time indicated (exceptions granted by Reservations Office)
- b) in a clean condition, or may be subject to cleaning charges
- c) with no less than 1/2 of a tank of gas
- d) with the Blue Mileage Card completed (turn in with keys)

11. Damage, Mechanical Issues or Accidents Must be Reported Immediately (B,3-5, C,5)

- a) In the event of an incident, the driver should consult the emergency packet located in the vehicle for proper procedures
- b) All accidents must be properly reported to Police in that location or the State Highway Patrol
- c) Driver is responsible for filling out all appropriate forms with the Police
- d) Driver should contact VU Administration for appropriate forms to report incidents.

12. Damage of Any Kind Resulting From Inappropriate or Illegal Use Shall be the Responsibility of the Organization, Department, or Club on the Reservation Form (C, 1)

