

**ASSOCIATED STUDENTS**  
**VEHICLE MOTORPOOL POLICY**

The AS Motorpool exists to provide low cost vehicles that support AS Program and club travel needs. The A.S. Motorpool provides Associated Students' programs, support services, organizations, and Viking Union staff access to a variety motorpool fleet of vehicles for outdoor recreation trips, cargo hauling, and passenger travel to meetings, conferences, and other events. This policy does not include departmentally owned vehicles within the AS and Viking Union.

**A. ELIGIBILITY**

1. A.S programs, clubs, and VU staff, as well as other University related individuals may access the 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 complete the StatesState's basic online driver-training program. Only drivers who have completed these sessions and signed the required paperwork may use AS Vehicles.
4. State certified? s. 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. VU Reservations.
2. Failure to cancel a reservation within 24 hours before the reservation start date may result in a one day rental fee, in a cancellation 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. VU Administration Desk.

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Commented [GM1]: It would be helpful if this was better defined. The introductory paragraph does not address other University related individuals. Does this mean athletics or Geology can reserve the vehicles?

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Commented [CG2]: Does this still exist?

Commented [GM3R2]: Yes, There are two trainings that are rolled together in one course on canvas. One is a version of the Mandatory state training and the other is an orientation of how to use the vehicles (i.e. getting gas what to do in an emergency etc)

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Commented [CG4]: Meaning individuals who have taken the training program. (Reference to #4.)

Commented [GM5R4]: Yes, This could be more accurately worded

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Commented [CG6]: Is this the correct title?

Commented [GM7R6]: We should change this to Viking Union Reservations. Its an entity more than a person

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Commented [CG8]: Does this still apply?

Commented [GM9R8]: No it was changed to a \$50 cancellation fee because we no longer charge a daily rental.

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Commented [CG10]: Same location?

Commented [GM11R10]: We could say VU Administration Desk (where Gio is)

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Viking Union/Student Activities/Associated Students  
Policies and Procedures

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. (Will be reflected in Travel Policy)

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.

- 6.7. 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.

- 7.8. 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 the Vehicle Reserve account an insurance fund for repairs due 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. Drivers and passengers are expected to behave in a safe and professional manner. Any incidents may be referred to the Office of Student Life-life following the Student Code of Conduct. Exhibiting behavior which would reflect unfavorably on the image of the Associated Students, yourself or and WWU is prohibited.
5. Vehicles will be maintained and returned in a clean condition. Violations may be subject to a cleaning charge.

Commented [CG12]: Accurate?

Commented [GM13R12]: Yes but the wording could be much better

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Commented [CG14]: Only Business Director? Advisor approval as well?

Commented [GM15R14]: Yes this would be in line with advisors approving ERs

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Commented [CG16]: Still practicing this process? WSA members didn't seek approval through a council to travel to California, for conference.  
-Process concern

Commented [GM17R16]: Yes we don't follow this at all so it should likely be scrapped

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Commented [CG18]: Obviously?

Commented [GM19R18]: Yes. The attempt here was to have a condition of use clause...

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Commented [CG20]: Local to your current ...

Commented [GM21R20]: Local meaning current ...

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Commented [CG22]: WHAT? Wordsmith, this ...

Commented [GM23R22]: Yes. Usually once ...

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Commented [CG24]: How realistic and often ...

Commented [GM25R24]: I think the ...

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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, AS Business office and Finance office. Exceptions may be approved in advance by the Director of Viking Union Facilities Associate Assistant Dean of Student Engagement Director of Viking Union Facilities or Greg's Title designee. Any repairs or towing exceeding \$50.00 must be approved by Viking Union Administration.
8. Vehicles must be returned with no less than 1/2 of a tank of gas, oil must be checked at each fill up be checked before WWU departure and last fill up before WWU arrival, only unleaded gas may be used, only self-serve gas may be purchased, and any problems must be noted on the Vehicle Trip Card.

D. Outdoor Center Vehicles ?

For access to these vehicle you must contact the OC Manager at x3731.

**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

Date Revised: 11/92, 5/05, 05/195

Organization: Viking Union/Student Activities Viking Union/Associated Students

**Commented [CG26]:** Still there, right?

**Commented [GM27R26]:** Yes.

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**Commented [CG28]:** Correct?

**Commented [GM29R28]:** No this is dated. We now do reimbursements frequently for people who need to purchase gas in canada

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**Commented [CG30]:** WHO?

**Commented [GM31R30]:** Probably AD or designee

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**Commented [CG32]:** Excessive? Check

**Commented [GM33R32]:** Yes that is excessive and overly wordy. This whole bullet can be change.

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**Commented [CG34]:** Why? Doesn't this depend on Vehicle?

**Commented [GM35R34]:**

**Commented [CG36]:** What about in other places such as; Oregon where it is not self-serve gas?

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**Commented [CG37]:** F&S Council and Board of Directors

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