

Motor Pool Policies  
Guidelines for driving an AU vehicle:

1. On the envelope, log the odometer mileage on the "out" line, upon returning, log the odometer mileage on the "in" line. Please sign the envelope so that we know who was driving each vehicle. Also, if you had any problems with the vehicle, please note that on the envelope. The vehicle needs to be cleaned of any trash and personal items. Anything left in the vehicles will be sent to Lost and Found.
2. Before returning the vehicles, please fill them with gas, even if you have only gone a short distance. Each user should be able to begin their trip with a FULL tank of gas. Many times the credit card will not work at the pump, but should work if taken inside and manually processed.
3. If you have students that you want to drive university vehicles, they must be approved through the Physical Plant. We only consider approval of freshmen if there are no upperclassmen that can be approved. This process usually takes 10-14 days so please plan ahead for your trip, since the driver **must** be approved. If you are a faculty/staff and wish to be certified to drive, please copy your drivers license and send to Beth Samples through campus mail. We will take care of sending the information to our insurance company.
4. Upon return from your trip, please place the envelope with credit card, credit card receipt and keys in the drop box located at the back (street level) of Hardacre Hall mounted by the double doors. If your envelope says Enterprise on it, then please place your **keys only** in the Enterprise box located next to the AU drop box. The envelope with credit card should still be placed in the AU drop box.

There will be a \$25.00 fine assessed if the vehicle is not returned with a full tank of gas and/or the mileage is not logged on the envelope. We have been lenient in the past with this fine, but in order to insure that everyone follows the procedure, we find it necessary to adhere to the fine. There is also a \$25.00 fine for not canceling.

As a reminder, the mileage rate for vans is .75/mile and .44/mile for cars or the mini van. The minimum cost to use a university vehicle is \$25.00.

Thanks for your cooperation in this matter. If you have questions or concerns, please feel free to call Beth Samples at x4240.

6/17/10