



Procedure Name:	Transportation Procedure
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Approving Authority:	Northwest Leadership Team
Responsible Office:	Facility Services
Category:	University Operations

Northwest Missouri State University’s Fleet Vehicle Rental and Usage Standard Operating Procedure is developed to define the processes and procedures for authorized drivers and passengers on the appropriate rental, usage and cost of a University vehicle.

Authorization

1. Authorized Drivers:
 - a. An employee of the University
 - b. Graduate assistants, when the need falls within their job assignments
 - c. Student employees authorized by their department, when the need falls within their job assignments
2. Regulations:
 - a. It is not permitted to carry any passenger in the vehicle who is not an employee/student of the University or the State of Missouri.
 - b. All drivers must have a valid driver's license from any of the 50 states in the United States of America.
 - c. Vehicles must be reserved and used for University business only. Any person(s) found to be using a University vehicle for his/her own personal use will be reported to his/her department and appropriate action will be taken regarding future use of fleet vehicles.

Reservations

Reserving Vehicles: (Cars and Vans)

- a) Vehicles must be reserved in advance through the Facility Services Work Request system on myNorthwest. This work request must include pick-up and return dates, driver of the vehicle, destination location, and account number to charge for billing.
- b) All drivers of the 15- passenger vans and shuttles must have completed the defensive driving course offered by Facility Services.
- c) For van and bus trips, all passengers must be listed on the passenger list of the vehicle. This passenger list must be turned in no later than three business days prior to the scheduled trip. Passengers are listed on the vehicle sheets when the vehicles are picked up.

University Fleet and Rental Rates

Type	# of Passengers	Notes
Car	4-5	
Van	7	
Van	12	
Van	15	Must be Certified
Shuttle	15	Must be Certified
Box Truck	3	
Bus with Lift (2)	45	Northwest Driver Required
Bus (2)	47	Northwest Driver Required
Golf Cart	4	
Golf Cart	6	
*Chair Lift	800 lb.	

Refer to the Northwest Fleet Vehicle Rates document found on myNorthwest under Facility Services for rental rates, late return fee charges, driver charges, cancelation fees and cleaning fees.

Enterprise Rent-A-Car has partnered with Northwest to provide an additional option for renting cars and vans. Please visit Facility Service's [Vehicle Rental](#) webpage for information.

Pick-Up and Return Process

1. Pick-Up:
 - a. Vehicles will be picked up from the Facility Services parking lot.
 - b. Key boxes will be available for pick up at Facility Services, during normal working hours (Monday- Friday 7 am-5 pm). Key boxes contain vehicle keys and fuel credit cards. All key boxes must be picked up by the driver of the vehicle.
 - c. The Transportation Trip Ticket needs to include a list of all passengers, time of departure and driver's signature. The filled out white copy of this form will be left with Facility Services before leaving on the trip.
2. Return:
 - a. Vehicles are to be fueled and all trash removed before they are returned to Facility Services. Failure to fill the vehicle up and remove trash will result in a fueling fee and/or cleaning fee.
 - b. Vehicles will be returned to the Facility Services parking lot.
 - c. The Transportation Trip Ticket (yellow copy) needs to be completed upon return of the vehicle, indicating the date and time of return along with the ending odometer reading.
 - d. Key boxes need to be returned to Facility Services Service Desk. If returning the vehicle after normal working hours (Monday- Friday 7 am-5 pm), the key boxes should be placed in the return drop box located in the Facility Services front office vestibule.
 - e. Mechanical problem encountered with a vehicle need to be noted on the Transportation Trip Ticket or a note left in the key box.

****Emergency instructions, phone numbers and insurance information are in the key box for each vehicle.***

Billing

Vehicle rental charges will be billed through the work request and the Trip Ticket. This is done by automatic billing and charges will be viewable monthly through WebFocus. Departments will be able to match up charges with the work order number shown in the description line in WebFocus.

Vehicle Operation Rules and Regulations

1. Traffic Laws:
 - a. Observe all traffic rules and laws.
 - b. Driver is responsible to pay fines resulting from violation of traffic laws.

2. Accidents:
 - a. Immediately contact the police where accident occurred, then University Police.
 - b. Upon return to campus, drivers need to complete an Accident Report Form with University Police.
3. Mechanical Issues:
 - a. Check oil periodically when on long trips.
 - b. If a mechanical problem arises and a tow is necessary, contact will be made through WEX and a tow will be authorized. The WEX contact information is in the vehicle rental box. If a tow is needed due to road and weather conditions, the individual department will pay the cost.
4. Lost/Stolen WEX Credit Cards:
 - a. Notify Facility Services if a credit card is lost or stolen. Contact University Police on week-ends and holidays.
5. Alcohol/Drug Usage and Transportation:
 - a. No University-authorized driver, after consuming alcohol beverages, mind-altering or physically impairing drugs within nine (9) hours of a scheduled departure, or while under the influence of alcohol, will operate a University-owned or leased passenger vehicle. No University-authorized driver shall operate any vehicle while under the effect of alcohol or drugs. Any operator guilty of violating this procedure will be immediately prohibited from operating a University-owned or leased vehicle. Sanctions imposed by the University will be those in the respective handbooks.
 - b. Absolutely no alcoholic beverages or drugs are to be consumed or transported in any University vehicle.
 - c. Smoking is not permitted in transportation vehicles.
6. Animals:
 - a. Animals are not allowed to travel in University vehicles, other than service animals. If there is evidence that animals have been transported to the vehicle, there will be an additional charge.

Bearcat Buses

1. All Bearcat buses are only to be driven by University-employed bus drivers. Please note, only two buses are equipped with a handicapped lift, 800 lb. limit-small platform.
2. Trips will only be approved and scheduled that are sponsored by and related to a University function.
3. **Bus Request and Itinerary must be turned into Facility Services two weeks prior to the trip date for scheduling purposes.** All time changes must be confirmed with Facility Services as soon as the department knows of the changes. A copy of the list of all passengers must be sent to Facility Services three business days before the bus leaves campus. Itinerary and passenger lists can be e-mailed to the Transportation Department at TRANDEP@nwmissouri.edu.
4. A change of departure time and/or location should be reported to Facility Services as soon as possible so proper arrangements can be made.
5. Additional Drivers:
 - a. When an additional driver is required, such as on extended trips, it is the responsibility of the trip sponsor to pay for the additional driver. Due to driving time restrictions covered under federal transportation laws, two drivers are required at times. If you are planning a trip with special conditions concerning the buses, call Facility Services to work out the details of the trip.
6. Canceled Bus Trips:
 - a. Cancellations of scheduled bus trips must be received by Facility Services one week in advance of the trip. Failure to do so will result in a cancellation fee.
7. Drivers will be in charge of the operation of the bus at all times, and their decision will be final as to the continuation of the trip in case of:
 - a. Adverse weather conditions.
 - b. Adverse road conditions.
 - c. Unacceptable conduct of passengers.
 - d. Any other situation that might constitute a hazard to passengers of the vehicle.
8. Movies played on the video system must be pre-approved by the trip sponsor and/or bus driver.
9. No illegal drugs, alcoholic beverages, or tobacco are allowed on University buses.
10. Animals are also not permitted on buses, with the exception of service animals.

11. Trash Removal

- a. It is the responsibility of the trip sponsor to help keep the trash in the bus picked up during and at the end of the trip. The bus driver will provide trash bags as needed for the trash.
- b. If the bus is left in unsatisfactory condition at the end of the trip, there will be an additional charge.

12. The trip sponsor will supply bus drivers with all meals.

13. Bus drivers will take all necessary precautions to maintain physical well-being while on a trip. Should a driver become incapacitated for any reason, the trip sponsor will notify University Police. University Police will contact Facility Services, who will secure another driver to continue the trip.

14. All drivers are required to fill out a "Bus Driver's Vehicle Inspection Report" for each bus before leaving on each trip. Drivers must also keep a detailed driving log for each trip. These are all kept on file in the main office and can be viewed as needed.

15. Overnight Trips:

- a. In the interest of safety for the passengers and the driver, it is imperative that the bus driver is assured adequate sleep before the trip departs. To accomplish this, the following rules shall apply:
 - i. The trip sponsor will provide each bus driver with their own room, which ensures adequate sleep.
 - ii. If, in the judgment of the bus driver, the trip sponsor has not provided satisfactory sleeping quarters, the driver is authorized to secure a room at the nearest acceptable motel or hotel. The cost for such room will be charged to the overall trip cost.
 - iii. Trip sponsors and the bus driver shall confer prior to overnight trips or long trips in order to ensure that all arrangements are made for a satisfactory and successful trip. This can be done by contacting Facility Services.

16. Long Trips:

- a. University bus drivers will follow the rules and regulations of the Interstate Commerce Commission. Those regulations state as follows:
 - i. Maximum driving time for a driver is ten (10) hours of driving time followed by eight (8) consecutive hours of "off-duty" time.
 - ii. A driver may not drive after fifteen (15) hours "on-duty" until eight (8) consecutive hours of "off-duty" time.
 - iii. "Driving time" is defined as "all time spent at the driving controls of a motor vehicle in operation." "On-duty time" is defined as "all time from the time a driver begins to work or is required to be in readiness for work until the time he is removed from work."

17. Charges for Bearcat Buses:

- a. Refer to the Northwest Fleet Vehicle Rates document found on myNorthwest under Facility Services for rental rates, late return fee charges, driver charges, cancelation fees and cleaning fees.

Policy Distribution

A copy of the Standard Operating Procedure – Fleet Vehicle Usage and Rental is located in Facility Services centralized electronic files (Flashy), in the Facility Services departmental Standard Operating Procedure manual located in the Facility Services Administrative office area and on Facility Services website through the myNorthwest portal.