



## USE OF UNIVERSITY OWNED OR PROVIDED VEHICLES

In order to provide transportation for employees conducting university business and for groups traveling to University Sponsored Events, the University of the Ozarks has adopted the following procedures related to the use of vehicles for trips originating and culminating from the University or its surrounding area. In order to use one of these University owned vehicle you must have it approved by a supervisor and have a vice president signature.

In order to drive a University vehicle you must become an authorized driver. All University employees are can apply to become an authorized drivers, a student must be sponsored by a University division or program such as Student Affairs, Athletics, or Admissions.

## STEPS TO BECOMING AN AUTHORIZED UNIVERSITY DRIVER

An Authorized University Driver is one who has:

1. Submitted the following to the Director of Public Safety:
  - a. a signed University of the Ozarks Driver Agreement to Terms, Conditions, Rules and Regulations; (located on Eaglenet).
  - b. Completed a Driver's History Form (located on Eaglenet).
  - c. Copy of your driver's license.
  - d. If you wish to drive the 15 passenger van you must request the training video from the Director of Public Safety and then pass a written test with a score of 80% or better.
2. Once you have submitted all of the above listed documents the Director of Public Safety will review your forms and run your driving records. Once reviewed you will receive an e-mail informing you and your supervisor of your status. If approved your name will be added to the approved drivers list.

## HOW TO RESERVE A UNIVERSITY VEHICLE

The University of the Ozarks has two cars and two 15 passenger vans that can reserved. The following steps will walk you through the process.

1. Prior to filling out your reservation form you should call Public Safety at 479-979-1424 to determine if a vehicle is available during your needed times.
2. Complete a Vehicle Reservation Form (located on Eaglenet). This form will require a supervisor signature and a vice president's signature. Once this form has been completely filled out and signed off you can e-mail it to the Director of Public Safety.
3. The Director of Public Safety will ensure the form is filled out completely and the driver is on the authorized drivers list. Once approved the Director of Public Safety will add the reservation to the calendar and notify the requester via e-mail their reservation has been confirmed. Public Safety will print out he now approved and completed reservation from and have it available in the Public Safety office when you come to retrieve your vehicle.

## CHECKING THE VEHICLE OUT

1. A copy of your approved form and the keys to the vehicle can be picked up from Public

Safety and they will tell you where the vehicle is parked. A current University Insurance Card is in the vehicle.

2. Inspect your vehicle prior to leaving to ensure there is no damage and everything is as it should be. Let Public Safety know immediately if you find anything amiss.
3. Write down your beginning mileage on the reservation form.

### CHECKING THE VEHICLE IN

1. Ensure the gas tank is full and you remove all of the trash and debris that accumulated over your trip.
2. Inspect the vehicle to ensure no damage has occurred while signed out by you.
3. Write down the ending mileage on the reservation form.
4. Return the keys and form to the Public Safety office.
5. If Public Safety staff are making rounds you may leave the key and the form in the drop box, if you are absolutely sure you filled out the mileage. Or you can call 479-979-2020 and they will come back and sign in the vehicle in person for you.
6. A Public Safety member will inspect the vehicle after its return to ensure the car is clean and damage free. Failure to fill the tank or clean the interior will result in additional fee as listed on the reservation form.

### WHAT IF THERE ARE NO UNIVERSITY VEHICLES AVAILABLE?

#### USE OF RENTAL VEHICLES

The University has an agreement with Dickerson Whitson LLC, the vehicle rental company of the Whitson Morgan car dealership in Clarksville to rent vehicles to authorized University drivers when current fleet levels are not sufficient to meet demand. Enterprise Rent-A-Car in Russellville is also an option. Their rates are significantly higher than the University's. A Vehicle Reservation Form should still be signed by their supervisor and Senior Administrator of their area, along with ensuring the driver is a University Authorized Driver. This reservation form does not have to be submitted to Public Safety as the person reserving the vehicle will be using their own University credit card and will not be billed by the University.

#### CHARGES FOR VEHICLE USE

Regardless of whether a University owned vehicle is used, or a vehicle rented from Dickerson Whitson, the department or organization requesting the vehicle will be charged a daily rental rate for each day the vehicle is used. The amount charged will be the equivalent of the daily rates charged by Dickerson Whitson. Charges are as follows:

1. Compact car (Ford Focus/Dodge Dart) - \$36.75/day
2. Mid-sized sedan (Ford Fusion/Chrysler 200) - \$46.55/day
3. Mini-van - \$79.63
4. 15 passenger van - \$121.28

A charge for excess mileage of \$.22 per mile will also be charged for every mile over 200 miles per day (for daily rentals); over 2000 miles (for weekly rentals); and over 6000 miles (for a monthly rental). The department/organization will also be responsible for cleaning and filling up the vehicles with fuel before it is returned to a campus or rental location. Gas may be charged to your university credit card, student organization card acquired thru Student Affairs or you may pay for the gas and submit a reimbursement form to fiscal.

#### CANCELLATION FEES

If a vehicle is reserved, and not needed, the Director of Public Safety must be notified 24 hours in

advance of the cancellation, or the requesting department will be charged the daily rental rate for the vehicle requested.

#### USE OF PERSONAL VEHICLES

Use of personal vehicles is reimbursed at \$.54 per mile. At no time should an employee claiming a personal vehicle mileage reimbursement pay for gas using a University credit card or account. The cost associated with fuel is included in the mileage reimbursement rate. In order to operate our fleet as efficiently as possible, use of personal vehicles is encouraged if appropriate for local travel within Johnson or contiguous counties as well as trips to Little Rock or Northwest Arkansas airports where a vehicle will be parked for a period of time greater than 24 hours. The University also acknowledges that at times there is a convenience factor attained with the use of a personal vehicle for a business trip and will allow reimbursement for up to 200 miles driven on such trips. Outside of these scenarios, an employee should use a University owned or rented vehicle, unless such use has been preapproved by the department budget manager.