



Central Arizona College

**VEHICLE USE &
RESERVATION MANUAL**

Table of Contents

	Page
I. Introduction.....	3
II. Driver responsibilities.....	3
Department Responsibilities.....	4
Motor Pool (Facilities).....	4
Police Department.....	4
Talent Development.....	5
III. Other Procedures.....	5
IV. Vehicle Maintenance.....	6
V. Emergency Equipment.....	7
VI. Passenger Vans.....	7
VII. Accidents.....	7
VIII. Student Trips - Travel Packages.....	8
IX. Reservation Flow Chart.....	10

I. Introduction

- A. The Motor Pool, under the Facilities department, is responsible for the rental, service, maintenance, and surplus of the Motor Pool vehicle fleet. The Motor Pool provides vehicles at economic rates for individuals authorized to travel on official district business. The Motor Pool can also provide assistance with vehicles designed for people with limited mobility. The Facilities department main Motor Pool is located at Signal Peak Campus (SPC), with additional motor pools at Aravaipa (AVC) and Superstition Mountain Campus (SMC).
- B. The *Vehicle Use and Reservation Manual* (VURM) provides the procedures applicable to the authorized use of any vehicles used by Central Arizona College employees for official district business. It also includes procedures for the proper documentation of student trip information and emergency contact requirements. CAC Motor Pool vehicles are provided and maintained for district-related business only. All drivers are required to adhere to the procedures in this manual. The VURM reflects CAC's commitment to:
1. Providing and monitoring appropriate operator authorizations;
 2. Determining specific safety requirements and recommendations;
 3. Defining effective driving standards, consequences and corrective actions;
 4. Developing and implementing related training programs; and
 5. The safety and well-being of our students and staff.

II. General Driver and Department Responsibilities

- A. All drivers shall:
1. Be age 25 or older.
 2. Complete the Driver's Safety Course. The Driver's Safety Course is available on-line from the Talent Development department.
 3. Read and comply with all Motor Pool procedures as listed in this document.
 4. Maintain and carry a valid U.S. driver's license when operating district vehicles.
 5. Operate vehicles in accordance with federal, state, and local regulations, traffic laws, and ordinances.
 6. Use safe driving practices at all times.
 7. Ensure all safety devices, including seat belts, are used by all passengers.
 8. Report unsafe vehicle conditions to the appropriate Motor Pool.
 9. Immediately report all accidents involving district vehicles to the appropriate law enforcement agency, and request a report number.
 10. Report all accidents, suspension of driver's license, and traffic citations (tickets) to the driver's department supervisor, Campus Police, and the Motor Pool as soon as possible.
 11. Not smoke (this includes vapes), chew tobacco, consume or possess alcoholic beverages (empty or full), or possess weapons in district vehicles.
 12. Not allow unauthorized passengers in district vehicles.
 13. Lock the vehicle when leaving it unattended.

14. Notify the Motor Pool office at 520-494-5460 (or Campus Police at 520-836-9655 if after business hours) if the vehicle cannot be returned on time. Late return of SMC/AVC vehicles should be reported to the security or maintenance department. If no contact can be made, report it to Campus Police.
15. Return the vehicle to the Motor Pool in a clean and presentable condition upon completion of trip.
16. Obtain and carry a Commercial Driver License (CDL), with appropriate endorsements (as required by the State of Arizona, irrespective of whether driving is an Incidental or Primary Duty) if operating a vehicle that requires such endorsements.
17. It is not permissible to take a college-authorized vehicle home or out of the country.

B. All District Departments shall:

1. Allow only authorized drivers, identified in each department's authorized driver roster, to operate district vehicles.
2. Ensure drivers have a properly completed and approved CAC Travel Request form, a driver authorization form (MP form #1), and all other necessary travel forms as mentioned in this manual that is submitted to Campus Police at least five (5) business days in advance of the trip.
3. Comply with procedures listed in this manual.

C. The Campus Police Department shall:

1. Verify the license status via a Motor Vehicle Division computer check, upon receipt of a copy of MP form #1. Verify current proof of driver's insurance is held by driver (this will be checked once per year when driver's license is checked.) This service is only available Monday-Thursday 7:00 a.m. - 4:00 p.m. The form may be faxed back to the motor pool to expedite the process.
2. Issue keys to drivers leaving for trips during those hours the SPC motor pool is closed.
3. Review the district's Driver Safety training program periodically, in cooperation with the Talent Development department, and make recommendations for improvement.

D. The Motor Pool office shall:

1. Maintain a serviceable fleet of vehicles for district business use.
2. Verify the status of any driver's license, by confirming there is a Campus Police signature with "Valid" checked on the MP form #1, before issuing vehicle keys to any driver (fax is acceptable).
3. Notify CACPD of any accidents involving district vehicles to facilitate maintaining a record of drivers/accidents.
4. Ensure keys, and instructions for drivers leaving during those hours the SPC Motor Pool is closed, are available to be issued by Campus Police at the Signal

Peak Campus. If after hours at SMC, please see Campus Police/Security. If after hours at AVC, please see Maintenance Staff.

- E. Talent Development Training Unit shall:
 - 1. Maintain a record of personnel completing the Driver's Safety training and have this information available so CACPD can verify the training has occurred.
 - 2. Provides an on-line Driver Safety training program and Vehicle Use and Reservation Procedures classes.
- F. Only drivers with acceptable driving records may operate Motor Pool vehicles. If a driver has been involved in an accident with a Motor Pool vehicle, the driver's past driving history shall be reviewed by the CACPD Chief for other accidents and violations to determine if the driver's driving privileges should be maintained or revoked.

III. Other Procedures

- A. Per College Procedure 567 – Travel, a Travel Request (567A) must be submitted prior to the trip. (This must be submitted to the Travel Department in Accounts Payable area.)
- B. A minimum number of drivers are required for long trips involving district vehicles:
 - 1. Any trip exceeding 400 miles (one way) requires two qualified drivers, who must trade driving responsibilities every two hours.
 - 2. On trips exceeding 400 miles (one way), drivers shall be limited to 6 hours driving time, per day.
- C. Each Motor Pool vehicle shall be equipped with:
 - 1. First aid kit
 - 2. Reflectors
 - 3. Fire Extinguisher
 - 4. Proof of insurance
 - 5. Laminated card with Motor Pool and emergency contact phone numbers

These items are for use in or on the vehicle in which they are stored and for the safety of users of the vehicle. Removal for non-authorized use results in an inconvenience to other users, increased costs of operation and reduced safety for the users. Use of first aid kit supplies, or fire extinguisher should be reported to the appropriate Motor Pool, using MP form #2, upon completion of the trip in order to replace the items.

- D. To reserve a motor pool vehicle, drivers must email the Facilities office at SPC for a vehicle from SPC, and speak with or email the Secretary Administrative Support at AVC and SMC for vehicles at those locations. You will need the following information:

- a. Departure - Month, Day & Time
- b. Return - Month, Day & Time
- c. Destination – Full Address, City & State, Phone Number
- d. Purpose of travel
- e. Number of total persons in vehicle
- f. Driver(s) Name(s)
- g. Phone Number
- h. Email Address
- i. Department Name
- j. Vehicle preference

E. If a Motor Pool vehicle breaks down during a trip, the driver will contact the appropriate Motor Pool as follows:

- 1. SPC – (520) 494-5460
- 2. AVC – (520) 357-2810
- 3. SMC – (480) 677-7748 or Security at (480) 291-4469
- 4. Campus Police- (520) 836-9655 if unable to contact Motor Pool

F. If the vehicle cannot be operated safely, the Motor Pool will arrange for the repair and/or removal of the vehicle. If the Motor Pool vehicle can be legally and safely driven, it shall be taken directly to the Motor Pool. If the vehicle cannot be operated and Motor Pool personnel are not available, the driver shall contact the Campus Police Department at (520) 836-9655 for instructions.

G. College-Rented Vehicle: If you are renting a vehicle for an event, you must still complete a Motor Pool #3 form to describe where you will be going and who will be going with you. If you are driving the college-rented vehicle, in addition to the Motor Pool #3 form, you will also have to complete a Motor Pool #1 form so CACPD can confirm you have taken the appropriate training and can confirm you have a valid driver's license and current proof of insurance and review your driving history.

H. If the trip does not involve a college-owned vehicle but does involve travel by flight, you must complete a printed Motor Pool #3 form.

IV. Vehicle Maintenance

A. Before the vehicle is operated for the first time each day, at a minimum the following components must be inspected by the Facilities department and their satisfactory working condition verified:

- 1. all interior and exterior lamps
- 2. tires, wheels, and lug nuts
- 3. windows
- 4. windshield
- 5. windshield wipers
- 6. instrument panel and gauges
- 7. brakes/parking brake

8. bumpers
9. horn
10. mirrors
11. emergency equipment

V. Emergency Equipment

- A. In the event of an accident, injury, or other emergency, district vehicles are equipped with a fire extinguisher and adequate first-aid equipment. Emergency equipment is mounted in the driver's compartment or near it. The presence and contents of this equipment should be checked before each trip.
- B. The following emergency equipment shall be carried in all district vehicles:
 1. a fire extinguisher: at least one 10-pound pressurized dry chemical fire extinguisher, rated not less than 1A-10-BC by the National Fire Protection Association
 2. reflective triangle road-warning devices: at least three
 3. a first-aid kit

VI. Passenger Vans

- A. No district personnel shall be permitted to operate a passenger van until the appropriate Driver Safety training has been successfully completed. Furthermore, the driver shall:
 1. Ensure that seat belts are worn at all times.
 2. Stay within the stated passenger capacity of the van.
 3. Communicate safety and emergency procedures to all passengers.
 4. Fill front seats first.
 5. Avoid pulling trailers.
 6. Avoid loading items on the roof of the vehicle.
 7. Drive conservatively and defensively, remembering at all times the van is a heavier vehicle than the family car.
 8. Obey the posted speed limit.
 9. Keep the gas tank as full as possible in order to lower the van's center of gravity.
 10. Ensure that passengers and cargo should be placed forward of the rear axle whenever possible.

VII. Accidents

- A. An appropriate response to accidents involving district vehicles begins immediately after the accident, and may extend for months or even years after the fact, as the district monitors subsequent driver performance. Proper accident reporting helps with the evaluation of each accident by providing timely, consistent, and accurate information. The evaluation of this information allows the district to:
 1. determine accountability

2. identify at-risk drivers
 3. identify training gaps, equipment problems, or other operational defects
 4. identify recurring accident circumstances or patterns
 5. prepare for potential litigation
- B. The Chief of Police shall be responsible for conducting a post-accident review of all accidents involving district vehicles. This review shall include, but is not limited to, the following:
1. determination of the basic cause of the accident
 2. determination of the appropriateness of the actions taken after the accident by district personnel
 3. determination of routing or passenger loading or unloading factors involved in the accident
 4. analysis of driver fitness for duty
 5. determination of injury severity
 6. determination of accident costs
 7. identification of lessons learned from the accident, including any necessary procedural changes
 8. identification of training needs suggested by the accident
 9. determination of records retention requirements associated with the accident
 10. submitting a report and recommendation regarding the driver's privilege to continue operating district vehicles to the President.

VIII. Student Trips - Travel Package

- A. Any off-campus trip involving district students requires a "Travel Packet for Off-Campus Activities and Field Trips" packet to be completed. A new travel packet will be completed for every trip. In addition, the designated staff/faculty in charge of the trip will complete Motor Pool forms #1 and #3 to be submitted with the travel packet.
- B. Athletics or any group that has four or more recurring trips per semester can complete a master travel packet where the students and drivers and trip coordinators can complete the Student Travel Packets and Trip Coordinator/Driver Packets once a semester. Motor Pool #1 and #3 forms must be completed for each trip.
- C. The Director or Dean approving the trip shall review all forms and travel packages for completeness. Any incomplete packages should be returned to the Trip Coordinator for completion.
- D. The travel packet and MP form #1 (where applicable) and MP form #3 will be forwarded to the Campus Police Department after administration approval. The police department will ensure all forms are completed and no information is missing. Should any form be incomplete, the police department will contact the "Staff in charge" designated on the MP form #3 to obtain missing information. The forms will be filed and available in the Campus Police Department.

- E. The police department will verify the designated drivers have a valid driver's license, current insurance and has completed the online and van trainings and record this information on MP form #1 (where applicable). If the license check shows a valid license and there is current insurance and all training has been completed, the form will be forwarded to the appropriate Motor Pool. If the license check shows a suspended or revoked license, the police department will return the form to the appropriate Trip Coordinator, to begin the process with a new driver.
- F. The Motor Pool will verify a vehicle is available, that the driver's license verification has been completed, and that keys, gas card and all necessary forms and equipment are in the vehicle.

IX. Non-Student Trips - Travel Package

- A. Any off-campus trip involving only staff or faculty requires both Motor Pool #1 and #3 forms to be completed and Trip Coordinator/Staff Participant Travel Packet.
- B. The Director or Dean will review the trip information and if approved, it will go to Central Arizona College Police Department.
- C. The Police Department will verify the designated drivers have a valid driver's license and current proof of insurance and that the required Driver Safety course has been completed. If the license check shows a valid license, the event will be approved and then go to Motor Pool. If the license check shows a suspended or revoked license or disqualifying convictions, the police department will return the form to the appropriate Director or Dean to begin the process with a new driver.
- D. The Motor Pool will verify a vehicle is available, and keys, gas card and all necessary forms and equipment are in the vehicle.

DISTRICT VEHICLE RESERVATION AND USE FLOW CHART

