

LSU ALEXANDRIA FACILITY SERVICES
Motorpool Policy
Effective May 1, 2007

In order to better serve the university's needs, the following policies regarding the motorpool have been established.

Authorization to Drive University Vehicles

1. Keys for university vehicles can only be issued to authorized drivers. Authorized drivers are those faculty, staff, and student workers who have completed the "Authorization and Driving History" form (DA 2054), travel authorization, and driver's safety course. Authorization is not complete until all forms have been completed, signed by a supervisor, **and** signed by the Chancellor or his designee.

The DA2054 and travel authorization form must be renewed each fiscal year. The driver's safety course must be re-taken every three years.

All required forms and driver's safety course information can be obtained by contacting the Facility Services office.

2. If a vehicle is reserved by a person who has not completed the authorization process, the reservation will be flagged in the motorpool schedule and is considered tentative until all forms have been completed, signed, and processed. Requestors not yet authorized will be notified of their status when a vehicle request is made. The DA2054, travel authorization, and the safety course certification must be completed, signed, and submitted to Facility Services no less than five (5) days prior to the first day of the vehicle request. This provides adequate time for the Official Driving Record (ODR) to be obtained from the Department of Public Safety in order to complete the DA 2054. The ODR must be obtained before the forms can be signed by the Chancellor or his designee.

*Authorization is not guaranteed if the DA 2054, travel authorization, and safety course certificate are received with less than five days left before the reservation date.

***The reservation will be cancelled and a \$25.00 fee charged to the reserving department if the "Authorization and Driving History" form, travel authorization, and safety course certificate have not been received by the day before the reservation date.**

**Motor Pool
Reservation and Driving Authorization Steps**

1. Complete Authorization and Driving History Form (DA 2054), Travel Authorization form, and Driver's Safety Course. Send to Facility Services/Motorpool ASAP. Forms must be received no less than five (5) days prior to the first day of the vehicle reservation.

2. Completed Authorization and Driving History Form (DA 2054)
 - Employee information and signature
 - Supervisor signature
 - Driver Safety Course completion information

Send to Facility Services Motor Pool so they can obtain:

 - Official Driving Record
 - Chancellor/designee signature

3. Complete online vehicle reservation form (<http://auxiliary.lsua.edu/motorpool/reserve/>).

4. Pick-up keys at Facility Services at time/date specified on reservation to avoid \$25 fee.

5. Begin completing mileage log.

6. Turn in keys and log to Facility Services by specified date/time to avoid \$25 fee.

Note:

These steps do not include additional requirements if students or other individuals are riding in the State-owned vehicle.

Vehicle Reservations

The vehicle reservation form can be accessed by accessing the faculty/staff page of the LSUA website (www.lsua.edu). Use of the online reservation form is preferred over making a reservation over the phone.

The university has a limited number of motorpool vehicles available for use. In order to ensure everyone's needs are met the following policies will be followed:

1. Motorpool vehicles will be assigned based upon the number of passengers, destination, duration of the trip, and vehicle availability.

*Vans are reserved for large groups (five or more passengers). They will be assigned to groups with less than five passengers only when there are no smaller cars available. Special consideration will be made when needed.

2. Vehicles are reserved on a first come, first served basis. If all vehicles are already reserved for a requested date, Facility Services will assist the requestor with renting a vehicle from Enterprise Rent-A-Car. Under these circumstances, the total cost of the rental will be charged to the requestor's department.

3. Cancellation of a reservation must be made as soon as it is known that the vehicle is no longer needed. Advance notice is preferred, but cancellations can be made as late as the morning of the reservation. Cancelled vehicles can be reassigned to another faculty/staff member.

***If a cancellation is not made and the vehicle is simply not picked up, the reserving department will be charged a \$25.00 fee.**

4. Keys are to be picked up at the time and date specified on the reservation. The online reservation form has been updated for a pickup time to be specified. If the pickup time must be changed (running late, date change, etc.), the Facility Services office must be contacted as soon as possible. A reasonable effort will be made to contact the person named on the reservation when the keys are not picked up on time. If this person can not be contacted, the reservation will be cancelled and the vehicle will go to the next person on the waiting list.

***A \$25.00 fee will be charged to the reserving department if Facility Services staff cancel a reservation under these circumstances.**

5. Vehicles are to be returned to the Motorpool parking lot at the time and date specified on the reservation. The online reservation form has been updated for a return time to be specified. The keys must be returned to the Facility Services office at this time as well. The vehicle is not officially returned until the keys are returned. This allows the vehicle to be readied for the next reservation which could be on the same day. If the return time

must be changed (running late, date change, etc.), the Facility Services office must be contacted as soon as possible.

*** A \$25.00 fee will be charged to the reserving department if the vehicle and keys are not returned at the specified time and the Facility Services office is not contacted.**

Facility Services office hours are 7:00 am-4:00 pm Monday through Friday. Keys and mileage forms can be returned after office hours by dropping them in the mail slot located to the left of the front door at the Facility Services building. Use of this feature is encouraged. This allows for the vehicle to be checked back in and readied for the next driver as soon as possible.

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