

MOTOR POOL PROCEDURES FALL 2005

The college maintains a limited motor pool which supports instructional and extracurricular activities. Revised procedures for requesting vehicles, checking vehicles in and out, and vehicle use are provided to achieve the following objectives:

- safe, reliable vehicles
- efficient, fair system for allocation of vehicles
- compliance with the law, the Ed Code, and Board policy and procedures
- accountability for reasonable and responsible use of vehicles

CURRENT MOTOR POOL VEHICLES

1	Ford Excursion (7 seats)	class C license permitted
3	15 passenger vans	class B license required
2	12 passenger vans	class C license permitted
2	8 passenger vans	class C license permitted
1	equipment van with lift	class C license permitted

When demand exceeds supply, departments may rent vehicles or contract transportation services at department expense.

REQUESTING VEHICLES

- Requests must be received at least 3 days (72 hours) in advance of the day of the trip so vehicles can be cleaned and serviced.
- Complete the FC Transportation Request and submit to the Facilities Office. An email response will be sent to confirm the vehicle reservation.
- Requests must be accompanied by a copy of the appropriate driver's license, proof of insurance, and a Volunteer Driver Information form. [Facilities will retain copies of the driver's license and insurance; the Volunteer Driver information form is forwarded to the District Risk Management office.]
- All of these items will be retained on file and do not need to be submitted for subsequent requests in the same semester.
- Requests must come from FC staff members.

- The driver may be different from the requestor, but that needs to be clearly indicated. The designated driver(s) is the only approved driver for the trip.
- Drivers must be at least 21 years of age.
- District vehicles may be used only for school business; they may not be used for personal business.

SCHEDULING VEHICLES

- Vehicles will be scheduled which most closely match the needs of the requestor.
- The Facilities Office reserves the right to adjust the vehicle assignments if it allows improved accommodation of multiple requests.
- Requests for instructional and extracurricular activities will receive priority over requests for vehicles requested for local errands.
- The Facilities Office will meet all scheduled requests if possible. The Facilities Office will not be responsible if a reserved vehicle is taken out of the pool for repair.

CHECK OUT/CHECK IN PROCEDURES

- Vehicles will be checked out from the Facilities Office (Berkeley Center).
- Vehicles will be checked out at the approved time to the approved driver (assuming all required paperwork is on file).
- Driver and Facilities Office staff should note any visible damages or problems prior to the vehicle leaving the property.

- Vehicles should be returned to the Berkeley Center parking lot.
- Keys, paperwork should be returned directly to Facilities staff.
- After hours, vehicle keys should be returned to the locked drop box at Facilities.
- Vehicles should be returned clean and undamaged.

VERY IMPORTANT

- Do not drive a vehicle which is experiencing mechanical problems.
- Facilities Office should be notified immediately if vehicles have sustained any damage during the trip or if mechanical problems were experienced.
- Accidents should be reported immediately to:
Chris Figuera (714) 992-7335 or cell (714) 493-5671
Tami Oh, Risk Manager, (714) 808-4779

The Facilities Office reserves the right to deny a vehicle to a driver/requestor who has demonstrated irresponsible behavior in handling or caring for a vehicle, or to a driver/requestor who has violated the standard procedures regarding use of the motor pool.