

Department of Wildlife, Fisheries, and Conservation Guidance for Vehicle Use



I. GENERAL ITEMS

- A. To be eligible to rent a Motor Pool vehicle you must be a University of Maine student employee, student group, faculty member, or staff member; must possess a valid driver's license for at least two years; and must be over the age of 18 with at least two years driving history. All drivers must have a License Agreement form on file with the University and must pass a background check of their driving record.
- B. University Vehicles are to be used **only** for University business or related University business. No University vehicle may be kept overnight at someone's home without the authorization of the Vehicle Administrator.
- C. The driver may not talk or type on a cell phone while the vehicle is underway; if you must make or receive a call or text, pull over to the side of the road, park, and put your hazard lights on.
- D. Smoking or use of tobacco products, alcohol or illegal substances is prohibited in University vehicles.
- E. No animals are allowed in University vehicles, except in instances where this is an appropriate intended use of the vehicle and transporting animal(s) has been approved. An exception is also made for Service Dogs (such as for the visually or hearing impaired) accompanying a passenger; however, proof of certification may be required.
- F. All occupants of University vehicles must wear seat belts whenever seatbelts are available. It is the driver's responsibility to make sure that all passengers wear their seat belts. The driver should refuse to take any passenger who refuses to cooperate and may not operate the vehicle if passengers do not have seat belts properly fastened. Passengers should refuse to ride in a vehicle if the driver refuses to wear a seat belt.
- G. The driver is responsible for conducting visual safety checks of the vehicle. If unsafe conditions are identified, these must be taken care of **BEFORE** the vehicle is used (with the exception of driving it to the shop). This check should include but is not limited to:
 - 1. Tires (including spare)
 - 2. Fluids
 - 3. Windshield
 - 4. Headlights
 - 5. Brake lights
 - 6. Brakes
 - 7. Horn
 - 8. Turn signals

If the vehicle needs repairs, have the repairs done in a timely fashion so not to cause a safety issue or more damage to the vehicle.

- H. The vehicles should be parked in the Nutting Hall lot in the spaces reserved for federal and state vehicles. Park the vehicle with the front end facing into the lot. This makes jumping the battery easier to do should it be needed. Lock all the doors and roll up the windows. If you have valuables in the vehicle (cell phones, GPS units, telemetry receivers, etc.) cover them up or remove them.

II. BILLING

A. Logging Vehicle Use

1. Vehicles will be billed every calendar month.
2. Every day the vehicle is used in a given month must be logged.
3. Every mile accumulated on the vehicle in a given month must be logged.
4. You must use the provided log book to record all mileage and daily use. The entry needs to include the Date, Starting odometer, name of driver, intended destination, and the project that you are working on.
5. You will need to log if/when you take the vehicle in for service separately and you will not be charged for those expenses.
6. **You will be billed for any unaccounted for miles and unaccounted for days.**
7. Please make these entries legible.
8. Turn in log books to Katherine no later than 10 days after the last day of the month.
9. Please make an entry in the logbook the day you bring the log book into the office. Include the date, write "Log copied" under driver, and include the odometer reading.

B. Rates

1. The daily rate (effective 8/1/2016) is \$8 per day.
2. The mileage rate (effective 8/1/2016) is \$0.54 per mile.
3. You will not be charged a daily rate for on-campus trips, just mileage. However, you must create a log entry for that trip stating your destination was "on-campus" with the beginning mileage.

III. GAS PURCHASES

- A. **Every** gas purchase must be recorded in the log book. Gas purchases should be made with either the University WEX card or at the University Motor Pool. Boat and vehicle gas should be purchased in separate transactions with separate receipts and log book entries. Please see Katherine if you need a PIN number for the WEX gas card.
- B. Please record the odometer reading when the vehicle gas is purchased, the date, gallons of gas purchased, the total amount paid, brand of the fuel. Turn in the receipts to Katherine, Molly, or Rena. The receipt must contain the odometer reading, vehicle license tag number, gallons, price per gallon, total price, the store name if there is one, town where purchased, and your legible signature.
- C. If you purchase gas with your own money (cash or credit card), please make the same log book entry that you would for a university credit card gas purchase, note that it is a personal card or cash purchase, and check with Katherine about submitting a reimbursement in Concur.
- D. Please be neat so that the information can be tallied for the reports, and if questions arise about the purchase, you can be contacted.

E. Please note the following:

1. **Filling gas tanks for later use in vehicles:** If you put gas into portable tanks for later use in the vehicle, please record the same information when you purchase the fuel (date, odometer, gallons, total price, vendor, your name) and mark that the gas was put into X portable tanks.
When you pour fuel out of these tanks and into the vehicle, mark the date, odometer, number of gallons (estimate) note that it came from the tank, and record your name in the log book.

Gas taken from on-campus or other facility storage tanks for later billing (e.g., Clayton Lake, University motor pool): If you get gas from a pump that will later be billed to the department, please let Katherine know the dates, and anticipated charges for the monthly reconciliation.

PLEASE PROMPTLY REPORT MISSING CREDIT CARDS TO KATHERINE.

IV. VEHICLE MAINTENANCE AND REPAIRS

A. It is a privilege to use the university vehicles and that privilege will be taken away if you do not follow some simple rules about using shared equipment. These vehicles need to last for decades; please treat them responsibly so that they will be usable when they are needed.

Clean up after yourself. Although a vehicle may be “assigned” to a particular project for a period, there are times when it will be used by others. Please leave the vehicle in a usable condition at all times.

1. Trash and field debris must be removed from the vehicle daily.
2. Please clean up spills promptly.
3. If you know that the vehicle is in need of repair, tell your supervisor immediately so that arrangements can be made to get the repairs done in a timely manner.

B. When you identify that the vehicle you are using needs repairs or maintenance, confirm with your supervisor that these repairs need to be done: confirm location to have that work done. Please do not leave the maintenance or damage for someone else to find and take care of. Be certain that a copy of all receipts or work orders are returned to Katherine Goodine. The receipt or work order should include the following information:

1. Vehicle license plate number
2. Odometer reading
3. Date
4. Repair shop name and address
5. What was done to the vehicle
6. An itemized cost
7. Your name

C. It is the responsibility of the person to whom that vehicle is assigned to be sure that the oil is changed **when it is due for a change**. Please note the “mileage and oil change due” sticker that is put on the windshield (upper driver’s side corner), and take the vehicle in for a change when that mileage is reached. Invoices, receipts, or work orders for oil changes must be filed with Katherine as indicated for other maintenance and repair work.

D. All vehicles must have safety checks performed by the university motor pool in the spring before they are used in the spring/summer field season. This is a requirement for the vehicles to be covered under the university’s insurance policy. It is the responsibility of the person to

whom the vehicles are assigned to be sure this is done. If repairs are required, please ask supervisor for guidance.

- E. If vehicles are not going to be used in the winter, they should be prepared for winter storage. You may be asked to move the vehicles multiple times during the winter to allow for plowing. Items to consider include:
1. Making sure all fluids (including gas) are topped off
 2. Making sure a post-field season oil change has been done
 3. Making sure tires are safe
 4. Making sure the vehicle has been vacuumed out
 5. Parking the vehicle with the front facing into the lot so that the battery can be accessed if a jump is needed

V. MOTOR VEHICLE ACCIDENTS

A. Driver Responsibilities

1. Stop immediately. Take steps to prevent another accident at the scene. Call an ambulance if necessary.
2. Notify police. **Note:** If you are injured, have the police notify your supervisor who will assume your responsibilities for gathering information for reporting the accident.
3. Complete the accident report form. Start by immediately completing the sections for the other vehicle, driver, injured persons, and witnesses. Other sections of the form, such as the information on you and your vehicle, can be completed afterwards. Do not leave the accident scene until you have obtained all the needed information. Write clearly. Take photographs if a camera is available.
4. Be courteous and factual. Do not argue or accept blame. Do not sign anything or discuss details of the accident with anyone other than your supervisor, police or the University's investigator. Share with the other party only necessary information, including your license, registration, and insurance information (provided on report form).
5. Turn in the completed accident report form immediately (within 48 hours) to the campus Vehicle Administrator, and to the System Risk Manager at the address shown on the form. Also provide a copy to your supervisor.

Acknowledgement that you have read the above information:

Signature

Date

Printed Name