
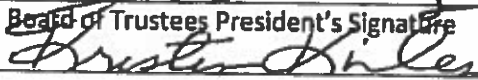
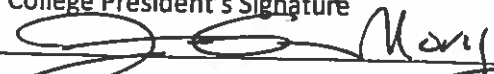
	Title: Motor Pool Management Policy	Policy # POL-803 Revision # 0.0
Prepared By: Dave Oreiro	Preparer's Title Vice President for Campus Development and Administrative Services	Date Prepared: 08/20/14
Approved By:	College President's Signature 	Date Approved: 10/22/2014
Effective Date: 01/14/2015	Board of Trustees President's Signature 	Date Approved: 01/14/2015
Review Effective Date: 12/13/2020	College President's Signature 	Date Approved: 12/13/2017

**POLICY STATEMENT**

This policy is written to provide information governing the administrative policies and procedures for Northwest Indian College Motor Pool of vehicles.

**PURPOSE**

This document exists to promote the responsible purchase, management, maintenance, and disposal of College owned vehicles. This policy is required for the effective communication of College policy regarding motor pool management.

**SCOPE**

The Motor Pool Management Policy affects all those departments and individuals that control the use, checking out, maintenance, repair, purchase and disposition of the college owned motor pool and/or leased vehicles assigned to the College. The policy is specifically includes all college employees, contractors and students that are eligible to check out and legally drive a vehicle from the college motor pool. Departmental Vehicle Administrators are normally assigned specific use of vehicles within the institutional motor pool or may be in control of specific vehicles only to be used within that assigned area or department. The Motor Pool Coordinator is located in the Maintenance Department and supervised by the College Maintenance Supervisor and is assigned the responsibility of keeping the motor pool in working condition, scheduling repairs, and responding to mechanical and safety issues reported about the motor pool. Leased vehicles are not excluded from the institutional motor pool but have specific criteria on how to schedule repairs, report damage and claims, and specifics related to replacement or disposition in regards to GSA regulations with respect to Vehicle Administrators who may be assigned these vehicles and the Motor Pool Coordinator keeping these vehicles in safe working condition. The Vehicle "Use" Policy approved by the Board of Trustees on 11-01-2013 is supplementary to this policy and does not replace or void any provisions stated in that policy. This earlier Vehicle "Use" Policy provides information regarding the proper use of college or personal vehicles, insurability, gas cards, mileage reimbursements, employee eligibility and responsibility, safety and liability, passengers, and non-employee drivers.

## BACKGROUND

The Motor Pool Management Policy has been established to help clarify the roles and responsibilities of the individuals and departments affected by the availability of an Institutional motor pool. It defines and assigns various departmental and individual duties and responsibilities regarding the checking out of vehicles, record keeping, maintenance scheduling, repair, and criteria by which to purchase and/or replace worn out or unreliable vehicles within the institutional motor pool.

## RESPONSIBILITY

**Executive:** No department or individual employee shall purchase, rent, lease or acquire any motor vehicle, regardless of the funds from which the motor vehicle is to be purchased, except under the authority granted by the President. Authority shall only be granted to purchase, rent, lease or acquire a motor vehicle which is the most reasonable cost vehicle to carry out its intended use.

**Vice President:** Each vice president will be responsible for allocating vehicle resources in the most cost effective and efficient manner from the motor pool inventory. They could choose to create vehicles for use within their respective departments on an as needed basis or choose to assign specific vehicles to an individual or departments for exclusive use or a combination of both methods with the intention to maximize use of the available resources.

**Business Office:** The Business Office will be responsible for obtaining titles, licenses, and tabs for all vehicles and ensure vehicles are included in the College's Insurance inventory.

**Department:** Individual college departments that have been assigned vehicles are responsible for their scheduling and use in compliance with all college policies and procedures. The department carries the fiscal responsibility for the prompt reporting of necessary maintenance, repairs, and upkeep for any and all vehicles listed on their inventory. The department will also be responsible for assigning an individual Vehicle Administrator.

- a. For each vehicle owned by the College a Vehicle Administrator shall be chosen. The name and contact information shall be on file at the department with a copy on file with the Business Office, Vice-President for Administrative Services, and the Motor Pool Coordinator. The basis for this requirement is that each department must name a responsible person in charge of departmental vehicles.

**Vehicle Administrator:** all daily scheduling of vehicle use and operational functions are the responsibility of the department which will operate a college owned vehicle. The Vehicle Administrator will be responsible for the following functions:

- a. Monitors assignment of vehicles, vehicle usage, and assures compliance of all College policies related to vehicle usage.
- b. Maintains department drivers list, in compliance with Human Resources criteria that designated drivers are insurable and have up to date driver's license on record.
- c. Maintains vehicle log, vehicle check out forms, and mileage forms.
- d. Records and communicates vehicle damage, needed repair, or reported problems, and any scheduled maintenance needed to the motor pool coordinator by phone, email, or letter.
- e. Ensures the appropriate appearance of the vehicle(s).

**Motor Pool Coordinator:** NWIC maintenance employee assigned to manage motor pool care, maintenance, and repairs of all college owned vehicles as described in this policy.

- a. Assures vehicles receive appropriate service and in general are maintained in a safe operating condition.
- b. Monitors the assignment of vehicles to various departments.
- c. Schedules appropriate routine maintenance and repair for all college vehicles.
- d. Responds appropriately to calls, messages, or letters regarding condition of vehicles or necessary repairs, operating conditions, complaints, or problems associated with college owned vehicles from employees or vehicle administrators.
- e. Reports major damage, repair, or replacement issues concerning college vehicles to the Vice President of Administrative Services for final consideration and insurance claims.

#### DEFINITIONS

- **Motor pool:** Any and all vehicles owned by or used for the benefit of Northwest Indian College that are licensed for travel on public roads.
- **Motor pool coordinator:** NWIC maintenance employee assigned to manage motor pool care, maintenance, and repairs of all college owned vehicles.
- **Vehicle administrator:** departmental individuals that are assigned particular vehicles for that department's exclusive use and management. Coordinates and communicates data related to maintenance and scheduled care, and repair of their assigned vehicles to the motor pool coordinator.

#### RELATED INFORMATION

The Vehicle "Use" Policy was approved by the Board of Trustees on 11-01-2013. This policy provides information regarding the proper use of college or personal vehicles, insurability, gas cards, employee eligibility and responsibility, safety and liability, passengers, and non-employee drivers. The NWIC "Financial Manual" approved July 9, 2004 (w/amendment updates) includes supplemental procedures for purchase, disposal, and record keeping of institutional property and assets and is not superseded by this policy.

#### REVIEW DATE

This policy will be reviewed bi-annually by the Vice-President for Administrative Services and revised as necessary to meet any safety or maintenance related concerns.