
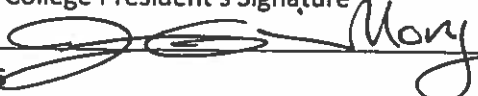
	Title: Motor Pool Management Procedure For Policy # POL-803	Procedure# PRO-804 Revision # 0.0
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801.1 GENERAL PROVISIONS

1. **Application:** This policy and procedures apply to any and all vehicles owned by or used for the benefit of Northwest Indian College that are licensed for travel on public roads regardless of funding source or method of acquisition.
2. **Enforcement/Consequences:** The President, all Vice Presidents and Administrative Team have reviewed and endorse the Motor Pool Management Policy. The Vice President for Administrative Services will be responsible for enforcement of these policies and procedures and shall apply appropriate consequences for any failure to comply. Such consequences could range from required training and corrective action based on the severity of the non-compliance.

801.2 MANAGEMENT

1. **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.
2. **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 a as needs 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.
3. **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.
4. **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.

- b. 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.
5. **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:
- f. Monitors assignment of vehicles, vehicle usage, and assures compliance of all College policies related to vehicle usage.
 - g. 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.
 - h. Maintains vehicle log, vehicle check out forms, and mileage forms.
 - i. 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.
 - j. Ensures the appropriate appearance of the vehicle(s).
6. **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.
- f. Assures vehicles receive appropriate service and in general are maintained in a safe operating condition.
 - g. Monitors the assignment of vehicles to various departments.
 - h. Schedules appropriate routine maintenance and repair for all college vehicles.
 - i. 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.
 - j. Reports major damage, repair, or replacement issues concerning college vehicles to the Vice President of Administrative Services for final consideration and insurance claims.

801.3 ACQUISITION OF COLLEGE OWNED VEHICLES

1. **Decision Process:** These guidelines are not intended to stop any department from purchasing a vehicle but are intended to consider instances where the decision to purchase may not be in the best use of institutional funds. Here are some guidelines to consider:
- a. The department or specific individuals in that department are driving less than 15,000 miles per year, in which case using personal vehicles and being reimbursed the current mileage rate or using Institutional vehicles may be more appropriate. (may also refer to Vehicle Use Policy)
 - b. It might be more feasible to lease a vehicle for specific reasons rather than purchasing a vehicle, example: through GSA Vehicle Lease Program.
 - c. A full-size vehicle is not as economical as a mid-size or intermediate-size vehicle, if regular travel includes 1 to 3 passengers to and from meetings, conferences, or appointments. If a full size vehicle is requested a detailed explanation of the need must be provided.
 - d. Passenger vans are used for transportation of large groups of passengers and come in configurations to handle 8 to 15 passengers. A request for a larger passenger van must include a detailed explanation.

- e. Large pick-up trucks (3/4 and 1 ton) have higher purchase and maintenance costs. Requests for larger trucks should include explanations of the need and justification based on carrying capacity and towing requirements.
 - f. Purchase of hybrid or all electric vehicles is expensive and the rewards of sustainability great in the long run in terms of using institutional funds but limitations exist in passenger loads and limited travel range depending on the vehicle.
2. **Purchasing Process:** Vehicles may be purchased with departmental funds, institutional funds, and in some instances grant funds; in accordance with the College's procurement or purchasing requirement and with the approval of the College President. In some cases the Institution or department may request the Vice-President for Administrative Services or the Purchasing Office to contact vendors for the possible purchase of a particular vehicle. Approved methods of purchase include contacting local dealerships, asking for bids, interdepartmental transfers, and purchase from an approved auction pursuant to procedures provided by NWIC Financial Manual Actions include:
- a. The department shall develop a detailed description of the vehicle.
 - b. A justification of the vehicle shall be developed. Explanation to include if this is a replacement or addition to current department inventory. If replacement, a description of the vehicle to be replaced.
 - c. A specific budget line item and dollar amount for purchase must be provided indicating type of funds and concurrent approvals for its expenditure.
 - d. The description and justification in written format is channeled through appropriate department, business office, appropriate vice president, and to the President for approval.
 - e. Approved request will be forwarded to the Purchasing Office for processing with appropriately filled out requisition and approvals following procedures applicable for procurement of equipment and assets in the Financial Manual
3. **Receipt of a Newly Acquired College Vehicle:** In most instances the Business Office will have the vehicle delivered to the College for inspection and required inventory requirements before a department begins using the vehicle.
- a. The Business Office will request, receive, and file the title and license registration.
 - b. College Decals may or may not be affixed to the vehicle and can be ordered by the department or procurement officer to be placed on the vehicle.
 - c. Property accounting: Regardless of the method of acquisition, each college owned vehicle must be assigned an inventory number to be recorded in the College inventory file before the Institution or a department can begin using the vehicle.
4. **Record Keeping Requirement:** Assigned vehicle departments will maintain proper documentation which provides the intended use of the vehicle and basis for choosing the vehicle. Such documentation will include that the institution or department made diligent efforts to purchase, rent, and lease or acquire a vehicle that was appropriate for its intended use. For each college vehicle there will be established pertinent information concerning vehicles that include annual mileage records, maintenance documentation, and disposal records. The Institution and department will keep documentation which will include the following on all college owned or operated vehicles:
- a. Inventory number
 - b. Brand, Make, Model, Year – VIN #
 - c. License number, Tab number/or Exempt

- d. Vehicle Administrator assigned to the vehicle(s)
 - e. Purpose of the use of the vehicle
 - f. Location and assignment of the vehicles
 - g. Identification of assigned drivers, authorized insurable driver's list for the department
 - h. Mileage logs or reports of vehicle use, including driver's name, destination, and mileage accumulated
 - i. Reported damage reports and insurance claims for all vehicles
 - j. Maintenance records, routine or emergency repair for all vehicles
 - k. History of repairs and operating expenses
 - l. Cost per mile (fuel & maintenance)
5. **Insurance:** The NWIC is covered by vehicle insurance as a part of the Lummi Indian Nation umbrella insurance program for all Tribal programs and entities within the Lummi Nation.
- a. Damage and liability claims are made directly through the Lummi Nation and direct contact with Conover Insurance agents through the Business Office and Vice-President for Administrative Services.
 - b. Worker's Compensation will apply if a College employee is injured in a College vehicle while engaged in the course and scope of the one's duties and responsibilities for the College.
6. **Maintenance and Care of College Owned Vehicles:** Maintenance of College property is important when considering the best use and safety of the College staff using the vehicles. Mechanisms to monitor proper and timely preventive maintenance and tracking costs to allow administration the ability to make decisions concerning the continued operation of a vehicle are also important. At a minimum, all vehicles should follow the manufacturer's recommended maintenance schedule for each vehicle. All maintenance and repairs performed on College owned vehicles must be documented and retained for the life of the vehicle. Maintenance and upkeep of College vehicles is the responsibility of the Motor Pool Coordinator. Vehicle Administrators are encouraged to develop a specific vehicle maintenance procedure or schedule for each vehicle operated in close collaboration with the Motor Pool Coordinator.
- a. **Vehicle Warranty Tracking:** Vehicle Administrators shall track vehicle and parts warranties to achieve maximum savings on maintenance and repairs and respond to vehicle recalls for safety and vehicle dispatch back to the dealership in collaboration with the Motor Pool Coordinator.
 - b. The Vehicle Administrator is responsible for reporting vehicle problems, issues or concerns regarding vehicle safety and maintenance to the Motor Pool Coordinator.
 - c. **Vehicle Checks:** The Motor Pool Coordinator is responsible for ensuring monthly periodic checks of the following to ensure safe operation of college owned vehicles:
 - 1. Engine fluid levels
 - 2. Tire pressure and wear, to include spare tire
 - 3. Seat belts working properly
 - 4. Wiper blades
 - 5. All lights functional, plus horn
 - 6. Interior & exterior inspected routinely & cleaned when necessary
 - 7. Windows clear, chips repaired, and scheduled replacement, if necessary
 - 8. Brakes operable
 - d. Periodic safety inspections should be completed on a regular basis as needed. Inspections should be completed not less than once every 3,000 miles.

- e. Vehicle maintenance and repairs will be sent to competent vendors for small and major repairs, and routine services.
- f. **Emergency Equipment:** Vehicles should be equipped with appropriate emergency equipment in the event of mechanical failure, crash, or other circumstance that results in a disabled vehicle. Items may include but not limited to flashlight, warning triangles, first aid kit, fire extinguisher, tire chains and binders, water, blankets, and other equipment depending on vehicle type and use. Vehicle Administrators are encouraged to purchase these items from departmental budgets, if possible to be kept in vehicles.
- g. **Vehicle Modifications:** Radio equipment, towing equipment, security devices, navigational devices, etc. shall be installed by qualified sources. The items being added or modified should not distract from the performance or safety of the vehicle. Vehicle Administrators must keep records of modifications including type of work completed, date installed, and cost of modification in vehicle files and communicate and notify Motor Pool Coordinator of such modifications to vehicles.
- h. **Vehicle appearance & cleanliness:** It is the department's responsibility to keep vehicles presentable and representative of the College appropriately.
- i. Vehicles should be cleaned inside and out before and after each use by the departments. Common sense must be the rule, if the vehicle needs cleaning, clean it.
- j. The Vehicle Administrator may notify the Motor Pool Coordinator if vehicle detailing is necessary and schedule this appropriately with a selected vendor.
- k. Assigned drivers must report scrapes, dents, and other visible damage of vehicles to the appropriate Vehicle Administrator immediately upon return of a checked out vehicle. Visible damage is to be reported to the Motor Pool Coordinator and the Vice-President for Administrative Services for immediate scheduling of repair and for insurance claims filed appropriately and in a timely manner. Police reports are to be filed with the Business Office and Human Resources, if necessary, and appropriated investigated as for cause of the incident.

7. Replacement of College Owned Vehicles

The following guidelines provide the minimum replacement criteria for routine vehicle replacement. It is the institution's and department's responsibility to ensure that the College maximizes the value of its available resources.

- a. Attainment of these criteria should minimize motor pool capital and operating costs. In practice most passenger vehicles should be replaced when they reach 8 years (96 months) of service or 120,000 miles (15,000 miles per year for 8 years); whichever comes first. However, there may be circumstances in which vehicles may be replaced sooner, if such is for excessive maintenance or repair costs, or retained longer for unusually low maintenance costs or low yearly mileage. These criteria are a starting point for deliberations to consider the disposal, sale, or replacement of a vehicle. The Vice-President for Administrative Services with recommendations from the Motor Pool Coordinator and Vehicle Administrators will propose vehicle replacement requests to the appropriate administrative channels established for budget expenditures and institutional investment. The following tables dictates the specific replacement criteria for various types of vehicles:

<u>Vehicle Type</u>	<u>Replacement Criteria</u>	
	<u>Age</u>	<u>Mileage</u>
Sedans	8 years	120,000 miles

Passenger Vans	8 years	120,000 miles
Light Trucks/Sport Utility Vehicles	10 years	150,000 miles
Cargo Vans	10 years	150,000 miles

8. Disposition of Vehicles

Vehicles that are to be replaced will be removed from the Institutional Inventory, transfer of title initiate in an appropriate manner, and may be disposed of in the following manner:

- a. Traded in for a new vehicle
- b. Sold through sealed bid
- c. Sale by Auction, sent to authorized auction house
- d. Offered as a donation to community programs
- e. Cannibalization of vehicles is prohibited, unless no reasonable manner of sale or use is feasible without major repair or alterations. If the remainder of the property has no recovery value it may be scrapped and removed from the College inventory list.
- f. **Missing or Stolen Vehicles:** The institution and/or departments are to notify local law enforcement immediately upon the discovery of vehicle loss or theft. Notification to the Vice President of Administrative Services, Business Office and Motor Pool Coordinator is required. If a vehicle is not returned within 60 days, the vehicle will be removed from the Institutional Inventory list and steps to replace the vehicle undertaken through the established procedures for vehicle replacement.