

# University Vehicles

Revised: October 17, 2013

## Policy

The department or employee is encouraged to use a vehicle scheduled through Fleet Services when traveling on University business. The department will be charged at the current motor pool rate or the rate for outside rentals. If the employee uses his private vehicle because a vehicle is not available, he will be reimbursed at the rate authorized by the University (the IRS mileage rate for the applicable time period). If a University vehicle is used, the driver must have a valid BYU-Idaho driving permit to drive the vehicle.

## Procedures

1. The employee completes a Vehicle Rental Order through the BYU-Idaho intranet. <https://web.byui.edu/FleetServices/VehicleRentals/>
2. This request should be submitted to Fleet Services; as soon as the order is processed, Fleet Services will email back a reservation confirmation.
3. If no school vehicle is available, Fleet Services will indicate "No University Vehicle Available" through campus email to the requestor. If the employee attaches this to the Travel Authorization/Expense form (TA) or to a Check Request, he will be reimbursed at the full IRS rate per mile. Otherwise, the employee will be reimbursed for only half the IRS rate per mile.
4. Employees will be reimbursed at the full IRS rate when driving their personal vehicle to Idaho Falls to catch an airline flight only when there is no vehicle available through Fleet Services. School vehicles should not be driven to and from the airport and left in the parking lot while the employee flies to and from his/her destination. This applies to the Idaho Falls, Salt Lake City, Jackson Hole and Pocatello Airports.
5. The Fleet Services scheduling office hours are Monday through Friday, 8:00-12:00 and 1:00-5:00. Vehicles can be checked out at the kiosk in Fleet Services Office 1 hour prior to rental. Vehicles may not be checked out of the kiosk anytime earlier than the 1 hour grace period.
6. When a school vehicle is used, the credit card that comes in the travel envelope with the vehicle should be used to purchase gas and oil relating to the operation of the vehicle. These cards should not be used for any other purchases such as snacks or drinks. It is the driver's responsibility 1) to obtain a receipt for any gas or oil purchased, and 2) provide that receipt upon returning the vehicle to Fleet Services. If a receipt is not produced at time of vehicle return the driver will be contacted to obtain that receipt from the merchant where the gas was purchased and provide it to Fleet Services.
7. When the vehicle is returned, the driver should write down the odometer reading and other information on the travel envelope. Check the keys and the attached credit card in through the kiosk. Driver will be responsible to put the travel sheet showing the ending miles, date and time returned into the travel envelope at the scheduling office drop box. If a vehicle is returned during office hours, return the travel envelope to the scheduling office. If a vehicle is returned after hours, place the envelope in the drop box on the scheduling building.
8. Operators of all University motorized vehicles and equipment are required to have a current state driver's license and a BYU-Idaho driving permit. If an employee or student plans on driving only campus sedans and minivans, no behind the wheel driving test is required to obtain a permit. If the employee or student will be driving trucks and/or 12-passenger vans, a two-hour van course and a short behind-the-wheel driving test must

be taken. Applications can be obtained through the BYU-Idaho intranet at this address: <http://www.byui.edu/university-operations/facilities-management/fleet-services/driver-training/> . Permits will be issued from the Fleet Services office and will expire when the driver's state driver's license expires. When a new state driver's license has been issued, the employee can bring it to Fleet Services and a new BYU-Idaho permit will be issued.

9. If an accident occurs involving a BYU-Idaho vehicle, notify Campus Police as soon as possible. The department renting the vehicle is responsible for the first \$100 damages, and will be billed later.
10. When a personal vehicle is used in lieu of air travel, the employee will be reimbursed at the lowest airfare available to the destination plus the cost of transportation to and from the airport. The department chairman will determine and approve the appropriate amount. Enter the amount on the Travel-Other line on the Travel Authorization/Expense form.