Jacksonville State University has passenger vans and a bus available for faculty and staff traveling on official business. The vehicles are kept in the Motor Pool adjacent to the Physical Plant Department or other designated area and are under the direction of the Athletic Director, the Biology Department, the Visitor Center, and the Physical Plant Office. Vehicles will not be used for personal use and are to be driven by University employees only.

RESERVING VEHICLES:
The athletic vans and the University bus may be reserved by completing (in duplicate) a Vehicle Control Form (BA Form #14), available in the Athletic Field House (extension 5536). Contact the Biology Department (extension 5642) for the academic van, or the Visitor Center (5260) for the Student Affairs van.

Vehicles for official use by faculty and staff are available by completing (in duplicate) a Vehicle Control Form (BA Form #14), available in the Athletic Field House, Physical Plant, Biology Department, or Visitor Center.

Reservations must be made at least three (3) days prior to the date of departure. All reservation forms must be approved by the appropriate Budget Manager.

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Person(s) using these vehicles will pick up the keys and credit cards, if needed, from the Physical Plant (for the athletic vans or the bus), the Biology Department (for the academic van), or the Visitor Center (for the Student Affairs van). Upon completion of the Vehicle Control Form, the form should be turned in to the Physical Plant, the Biology Department, or the Visitor Center immediately.

**VEHICLE SECURITY:**
When the vehicle is in the JSU vicinity, it **MUST** be left in the JSU Physical Plant Motor Pool area or other designated area overnight, as well as other times that it is not in actual use. The vehicles’ interior and exterior is inspected for damage following each trip. Damages will be charged to the using party.

Vehicles must be secured at all times when not in use. Remove keys from the ignition, roll up all windows and lock all doors whenever a vehicle is unattended.

**CHARGES:**
The cost for the use of the vehicle will be charged to the using department. The rates are as follows:

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Van</td>
<td>$1.10 per mile*</td>
</tr>
<tr>
<td>Bus</td>
<td>$1.85 per mile ** - plus food and expenses of driver</td>
</tr>
</tbody>
</table>

* Minimum daily charge of $25.00
** Minimum daily charge of $100.00

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VEHICLE EXPENSES:

Gas and Oil: Credit card(s) will be issued at the time a vehicle is checked out from the appropriate department. Each user must have the oil and water checked each time gas is purchased. The keys, credit card(s), and copies of credit card purchases, etc., must be returned to the appropriate department upon completion of the trip. These items are not to be left in the vehicle.

For in-state travel, a State of Alabama Credit Card will be issued. This card is honored by the State Motor Pool in Montgomery and all State Highway Department pumps, as well as AMOCO, EXXON, SHELL, CHEVRON, TEXACO, PHILLIPS PETROLEUM, CONTINENTAL OIL COMPANY (CONOCO), MOBIL OIL CORPORATION, STANDARD OIL AND UNION OIL COMPANY. However, the State suggests that small out-of-the way pumps be avoided when using the State Credit Card and that you determine, before the purchase, if the gasoline station will accept the credit card.

For out-of-state travel, a regular oil company credit card will be issued, as well as the State of Alabama Card.

It is imperative that users of Motor Pool vehicles are aware that all purchases made on the credit cards are to be used in University owned vehicles, even though privately owned vehicles may be used on official University business. Misuse of the credit cards is a violation of Alabama State law. The operator must insure each gas ticket is signed, the tag number recorded, the number of units purchased shown, and the per unit price recorded.
MECHANICAL BREAKDOWN:
In case of breakdown during a trip, the driver is responsible for soliciting help for repairs, etc. If repairs at the location are not feasible, then he/she should call the **JSU Physical Plant Department** for instructions. Telephone **(205) 782-5450** between 7:30 A.M. and 4:30 P.M. Monday through Friday. **After hours, in case of emergency, call Mr. George Lord at 256-435-8680.**

The driver of a University vehicle has the responsibility of checking the vehicle prior to each trip to insure the tires, battery, oil, water, hoses, safety and warning devices, etc., are up to specifications.

INSURANCE:
Drivers of University vehicles are required to obtain from their insurance agency a rider to cover them while driving a state vehicle.

DRIVER’S LICENSE:
All drivers must have a valid driver’s license prior to the operation of a University owned vehicle. All drivers who have resided in the State for more than thirty (30) days are required to have a valid Alabama driver’s license.

BUS TRIP ROUTES:
Trip routes will be selected by the coach or escort with the safety of the passengers and care of the bus in mind; however, the driver may change routes whenever he deems it advisable for the safety of the passengers and the care of the bus.
BUS SECURITY AND DAMAGE REPORTS:
The bus is to be locked and secured at all times when not attended. The driver will
inspect the bus upon completion of each trip and any damage will be charged to the
party scheduling the use of the bus. A report will be made of any damage to the bus as
well as any violation of bus rules; a copy of which will be sent to the University
President, vice president or appropriate department head for departments not reporting
to a vice president.

There will be no eating or drinking on the bus at any time. The bus driver is to clean the
bus inside and refill the fuel tank following each trip. The bus is to be parked inside the
Physical Plant Compound Area, or other designated area, locked and secured,
immediately following each trip. The bus may not be parked elsewhere while in the
vicinity of JSU.

OBTAINING AND RETURNING VEHICLES:
Vehicles are to be picked up at the time of departure and are to be returned to the Motor
Pool immediately upon return. They are for official use only and are not to be taken
home or used to run personal errands. It is the responsibility of the user to make
arrangements for travel to and from their homes. The odometer reading MUST be
recorded on the Vehicle Control Form (BA Form #14) issued to the driver along with
the keys, etc., at the time a vehicle is checked out at the Physical Plant Department.
The reading must again be recorded when the vehicle is returned to the Motor Pool and
the total miles traveled computed.

It is very important that the vehicle be returned as scheduled. Keeping it beyond the
scheduled time of return could result in a conflict with another reservation.

1:04:03
The Physical Plant Department is open from **7:30 A.M. - 4:30 P.M., Monday through Friday.** Occasionally a vehicle is returned after the Physical Plant closes and departs before it reopens. If you are scheduled to pick up a vehicle after another party returns the vehicle, you must make arrangements with the previous user for the transfer of keys and credit cards.

**SAFETY:**
The driver is responsible for the protection and safe operation of the vehicle. All traffic laws and rules of safe driving must be observed. A violation may result in the employee’s being denied further use of Motor Pool vehicles. The driver should not continue to operate a vehicle if it is deemed unsafe or likely to result in damage (i.e., continuing to drive with the engine overheating).

The bus driver may not drive the bus for more than 10 hours in a 24 hour period. It is the responsibility of the escort/coach to make arrangements for lodging on extended trips.