

North Dakota State University

Policy Manual

SECTION 709

FACILITIES MANAGEMENT MOTOR GARAGE AND MOTOR POOL

SOURCE: NDSU President

1. FACILITIES MANAGEMENT MOTOR GARAGE

Facilities Management Motor Garage shop services are offered for all state and federally owned vehicles, as well as for all University owned unlicensed equipment at the Facilities Management Department in the Thorson Maintenance Center.

- 1.1 Gasoline and diesel fuels are available 24 hours a day, seven days a week, with an automated fuel dispensing system.
- 1.2 The North Dakota Department of Transportation (NDDOT) is responsible for all operational costs for state owned licensed vehicles. University departments are responsible for all operational expenses associated with departmentally owned unlicensed equipment, with charges billed electronically to departmental accounts.
- 1.3 All service and operational cost information, for each unit, is entered into a computer based program, providing cost accounting and preventive maintenance records for an efficient fleet management system.
- 1.4 Except in emergency situations, all campus vehicles will be serviced at the NDSU Facilities Management Motor Garage.

2. MOTOR POOL

Management of the North Dakota University System vehicles transferred to the North Dakota Department of Transportation State Fleet Services effective July 1, 1995. At the time, Fleet Services entered into a contract agreement with North Dakota State University to operate a daily pool, housed in the Facilities Management Department. State Fleet Services has also combined the daily motor pool of the NDDOT District Office in Fargo to the daily pool on the campus of NDSU, offering a larger motor pool with a wider variety of vehicles available.

- 2.1 Daily pool vehicles may be reserved by contracting #231-9619, and by completing a motor pool reservation form. Forms may be obtained from Facilities Management.
- 2.2 Vehicles shall be used for conducting state business only, and a regularly appointed member of the staff shall be responsible for each vehicle. Departments are strongly encouraged to use fleet vehicles rather than personally-owned vehicles. A "Student Request for Travel" form must be filed before student travel is permitted. Forms are available from Facilities Management or the Student Organization office in the Memorial Union.
- 2.3 Vehicles at the NDSU motor pool are licensed by State Fleet Services and insured by the North Dakota Insurance Reserve Fund.

- 2.4 Vehicle group codes and rental rate codes have been established for each vehicle to determine the respective mile/hour rate charged. Vehicle odometer/hour meter readings must be recorded and returned to Facilities Management monthly. Mileage/hourly charges from State Fleet, allocated by vehicle, are electronically billed to departmental accounts through the Facilities Management Department.
 - 2.5 Gasoline purchases: Fleet Service policy requires all users to fuel state vehicles at NDDOT district facilities and/or University fueling sites. Fueling procedures and site locations are identified in the State Fleet Services Policy Manual.
 - 2.6 In the event of an accident, the driver must complete an accident report form (found inside each vehicle packet) and return it immediately to Facilities Management. All accidents involving state vehicles in which extensive property damage, personal injury, or death has occurred must call State fleet Services (701-328-2545) as soon as possible.
 - 2.7 The North Dakota State Fleet Services Policy Manual outlines State Fleet's operational guidelines (procedural information and reporting forms). Policy Manuals are available in the Facilities Management Department.
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HISTORY:

New	July 1990
Amended	May 1996
Amended	October 2007
Housekeeping	June 21, 2012