

**UT Health Science Center:
ADM0201-H Motor-Pool - Facilities**

No./Title: MOTOR-POOL	Resp. Office: FACILITY	Effective Date: 08/23/2019
Category: Motor-Pool	Last Review: 08/23/2019	Next Review: 08/23/2020
Contact: Kimberly Moore	 901-448-8788	 kmoore25@uthsc.edu

MOTOR-POOL POLICY REVISIONS

Motorpool office hours are 8:00am-4:30pm. If the driver is unable to pick-up the vehicle during the allotted reservation time, the reservation will be modified for pick-up the next business day.

***Note: A Motor-pool vehicle can be returned before or after business hours. Please call campus police prior to drop-off at 901-448-4444.**

A **\$25.00 fee** will be assessed to the department for all no call or no show reservations. Please change your reservation on-line or notify the Motor-pool staff as soon as possible if there is a cancellation or modification in pick-up or drop-off times.

All reservations that are 2 hours late for pick-up will automatically be canceled and the vehicle will be released for another reservation.

Notify Motor-pool staff if a vehicle will be returned more than (2) hours late. If the Motor-pool staff is not notified of a late vehicle return, a **\$25.00** fee will be assessed to the department.

Motor-pool vehicle will now be charged per day not per mile. Please see the below daily rental rates based on vehicle type.

VEHICLE TYPE	DAILY RATE
Sedan 4-Door	\$37.89
Mini-Van 7 Passenger	\$45.46
Van 14 Passenger	\$65.00

Animals are not allowed in Motor-pool vehicles. The only exception is for service animals. If a service animal will occupy the vehicle at any time please notify the Motor-pool staff. A **\$50.00** cleaning fee will be assessed and added to rental charges if a non-approved animal has occupied the vehicle.

The department will now be charged for the fuel usage during the time of the rental. These fuel charges will be based on either one or both of the following:

- The gas card charges at the time of rental (Every vehicle has an assigned fuel card that is given to the driver at the time of rental. It is valid for use as a debit transaction).

➤The rental vehicle must be returned with the same level of fuel that it had when the vehicle was initially picked up. Failure to return the vehicle on the same fuel level will result in a refueling rate of **\$3.00** a gallon.

Please remove all trash from the vehicle upon return. A **\$25.00** cleaning fee will be assessed for all vehicles that are returned with trash, stains or spills. Examples: Tissues, Food, Cups, Bags, etc.

If a University-owned, rental or personal vehicle is driven for official University business and is involved in an accident involving a third party, the University driver must call the **State of Tennessee Auto Accident Call Center at 855-253-0629** and report the accident within one day (24 hours) of the accident.

***After July 1, 2019, failure to report an accident involving a third party will result in a \$1,000 charge to your department by the State Treasurer's Office.**