

# Salt Lake Community College Motor pool Guides and Rates

MARCH 2009

## Scheduling Motor Pool Vehicles

If the vehicle is not picked up within one-half hour of the scheduled time it can be assigned to another person. Failure to cancel a previously scheduled vehicle can incur a "no show" fee. Remember that return times are very important; at times another person is waiting to take the vehicle you have.

## Motor pool fees will be charged to users when applicable:

No show	\$15.00	Improper odometer reading	\$50.00 (imposed by motor pool)	
Service (Clean/Refuel)	\$15.00	Information research	\$15.00	Late return (per day) \$15.00

## Definitions:

### **No Show Fee**

Vehicle is not picked up and there was no cancellation notice one hour prior. This inconveniences other people who may have been waiting for a vehicle.

### **Service fee**

The vehicle was not refueled upon return with the fuel level being below  $\frac{3}{4}$  of a tank full; or was left extremely dirty. We would like each person to be given a clean, fully-fueled vehicle.

### **Late return fee**

Vehicle was not returned by its scheduled return time. There is a 30-minute grace period. Late returns inconvenience other drivers who may be scheduled to take that vehicle right after it's returned.

### **Information research fee**

Motor Pool Vehicle Use Record form was not filled out. The purpose of the form is to ensure accurate billing.

### **Improper Odometer Reading fee**

Upon refueling, the odometer reading was entered incorrectly and there was no evidence of providing the correct odometer reading to the Motor Pool. This will incur a \$50.00 fee.

## Refueling

We make every attempt to give you a clean car with a full tank of gas. However we do ask for your help. If the fuel level is less than  $\frac{3}{4}$  full upon return, please be sure to refuel the vehicle and remove all your belongings and trash. Failure to do so will incur a "reclean/refuel" fee. If refueling is needed, please do so right before the vehicle is returned so that the next driver is provided with a vehicle with a full tank of gas.

## External Fuel Tickets

Please be sure to use the provided Gascard that is in the packet. (If your trip requires more than one vehicle, please be sure the gascards don't get mixed up). Each gascard is specifically assigned to a vehicle. If a situation occurs and you cannot refuel with the Gascard (i.e. card not working), call the 800 number in the packet. We still need to enter the fueling information into our system. If you happen to refuel with your personal money or one of SLCC's Chevron or Phillips 66 credit cards, please jot down this information and give it to the Motor Pool Secretary so it can be entered in the system: include the Vehicle you are using, Transaction Date, Odometer Reading, Fuel Type, Fuel Quantity, Fuel Cost, Your Name, and any other pertinent information.

## Odometer

Upon refueling, please be sure to enter the correct odometer reading when prompted. Once the odometer reading is entered it cannot be changed. After entering the odometer reading, please double check the odometer reading in the vehicle with the odometer reading printed on the gas receipt. If the odometer reading is improperly entered, please be sure to write down what the correct odometer reading is on the Comments/Problems field on the Motor Pool Vehicle Use Record form so Motor Pool can notify the State of Utah to correct the error. If no effort is made to correct the odometer reading, or the incorrect odometer reading is left unnoticed, Motor Pool will charge a \$50.00 Improper Odometer Reading fee. If this error is not noticed by Motor Pool or the vehicle user, the state of Utah's Fleet Operations Department will impose a \$50.00 Improper Odometer Reading fee that will be billed to the vehicle user's index code. Correct odometer readings are important since the State of Utah uses that information to track the Gascard history and the miles per gallon on the vehicle.

## After hours fueling stations:

Sinclair – 4965 S. Redwood Rd. (Pumps open 24-hours)

Holiday Oil – 2700 W. 4700 So. (open until midnight).

Tesoro – 4100 S. Redwood Rd.; 5400 S. Redwood Rd. (24-hour service).

## After Hours Return

Each packet has a gate opener to allow for 24 hours access into the Facilities Compound for returning your motor pool vehicle, and key packet after hours and/or on weekends. Access to the gated area is either from 2200 West or from 4445 South (across from tennis courts). Please do not leave the packet or keys locked inside the vehicle. For your convenience there is a black drop off box located on the east end of the Gunderson Facilities Building.

## User Fees – As a reminder the user fees for vehicles are as follows:

- **All cars** \$2.00 per hour (\$24 maximum per day) plus \$0.14/mi. (occupancy 5)
- **Shuttle Bus** \$0.51/mi. – diesel only, no hourly rate, (occupancy 12)
- **Bruin Bus** \$0.99/mi. – diesel only, no hourly rate, (occupancy 30)