



Ohio Administrative Code Rule 3337-47-02 Rental of motor pool vehicles.

Effective: August 4, 2016

The version of this rule that includes live linksto associated resources is online at

<https://www.ohio.edu/policy/47-002.html>

(A) Overview

This policy provides for the rental of vehicles, including buses, from transportation services' motor pool.

All university vehicles are to be used for official university business only, and must be operated in accordance with the provisions of policy 47.001.

(B) Motor pool vehicle rentals

The motor pool has passenger cars, vans, a station wagon, and a pick up truck available for renting to departments for official university business.

(1) Reservations

To reserve a vehicle, use the "Online Motor Pool Requests" form (or contact transportation services at 593-1611), and provide the following information:

- (a) Type of vehicle desired
- (b) Intended use and destination
- (c) Date and time of departure



(d) Date and time of return

(e) Department name

(f) Department account number

(g) Name of licensed driver who will be responsible for vehicle

University vehicles are not normally available to be driven to the Columbus or Parkersburg airports and left there during the week, but that may be possible during weekends (Friday through Monday), if enough vehicles are available.

(2) Rates

The rental rates are subject to change depending upon gasoline costs, purchase costs of vehicles, etc. Current rate information is automatically displayed within the "Online Motor Pool Requests" form (or contact transportation services at 593-1611).

The daily rental rate will be assessed if a vehicle is reserved but not used, and the individual or department reserving the vehicle fails to cancel the reservation at least twenty-four hours prior to the stated time of departure. Transportation services may impose a longer lead-time for cancellations at times of peak demand, such as reservations for use during spring break week.

(3) Pick up and return of vehicles

The university garage (motor pool) is open from 7:00 a.m. to 4:30 p.m., Monday through Friday. Vehicles not being used for out-of-town trips must be returned to the university garage each night; however, vehicles returning from out-of-town after 5:00 p.m. may be parked overnight at the driver's residence and returned before 7:00 a.m. the next morning. Vehicles to be used for out-of-town travel for which departure is scheduled before 7:00 a.m. may be picked up before 4:30 p.m. the prior day, and parked overnight at the driver's residence.

Failure to pick up the vehicle before 4:30 p.m. means that the vehicle will not be available until 7:00



a.m. on the next scheduled work day.

(a) When a vehicle is picked up, information regarding keys, gasoline credit cards and trip tickets will be given to the driver who is responsible for the security of the car, keys, and credit card. The driver is also responsible for the completion and return of all trip tickets.

(b) When the vehicle is picked up, the driver will also be given instructions to follow in case of an accident or mechanical failure. The driver of the university vehicle is responsible for the proper care of the vehicle while it is in his or her custody. Damages to or loss of the vehicle resulting from accidents or other causes will be assessed for actual costs up to one thousand dollars to the using department, unless there is clear evidence of the responsibility by an identified third party from which recovery is available. Accidents should be reported in accordance with policy 47.001. To the extent damages to the vehicle are recovered from a third party, a proportionate percentage of the net proceeds will be credited against the renting department's assessed cost.

(C) Bus reservations

The university has three buses for official university business that may be chartered by a university department. The buses carry up to fifty-five passengers. All buses are driven by university bus drivers on both short and long trips.

(1) Reservations

Information regarding bus reservations can be obtained online from <https://www.ohio.edu/transportation/charter-bus.cfm> (or contact transportation services at 593-1611).

(a) The person making the request will be asked to provide information regarding destination, time of departure, time of return, number of passengers, sponsoring department, purpose of trip, account number, and responsible official.

(b) Upon receipt of the bus reservation form, an estimate of expenses will be provided, if requested; and the bus will be reserved for the dates indicated, if available.



(2) Rates

Current rate information, including penalties for late cancellation, is available from transportation services at 593-1611.

(3) Additional bus use provisions

(a) The department that has reserved the bus must specify a person to be responsible for the passengers while they are on the bus.

(b) Horseplay, smoking, and alcoholic beverages are not permitted on the bus; the individual identified by the sponsoring department is responsible for ensuring compliance with these requirements, because the driver must concentrate on driving.

(c) The sponsoring department is responsible for all damages that may be caused by passengers during the trip.

(d) Occasionally, weather conditions or other factors may cause the driver of the bus to determine that the safety of the passengers or the bus may be jeopardized by continued travel. If this determination is made by the driver, the bus trip shall not continue until the driver determines that the conditions are sufficiently improved.

(e) Due to federal DOT regulations, a driver must have a thirty-minute break for every eight hours behind the wheel and is not permitted to drive longer than ten hours in a day. Please be aware of these rules when planning your trip itinerary. Should your itinerary require travel that will exceed these limits, arrangements must be made in advance for transportation services to supply additional drivers. Additional charges may result. Transportation services will be happy to assist the department with advance trip planning to identify and address such issues.

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