

Student Organization Motor Pool Checklist

- Complete **Van Reservation Request Form** (available in Student Activities or Physical Plant).
- Submit form to Physical Plant office via campus mail or in person. The office is open Monday-Friday, 7:30 a.m.-4:00 p.m.
- Wait to be notified by Physical Plant that there are vans available and whether a Willamette van or Oregon State Motor Pool van has been reserved.
- All drivers must complete the **Safe Driver Program** located on the Campus Safety website <http://www.willamette.edu/dept/safety/parking/safedriver/> . Upon completion of the online test, each driver's driving record will be checked by the Department of Motor Vehicles in their home state, which may take up to 7 business days. Plan accordingly!

Using a Willamette Van:

- Complete a **Trip Form** and a **Passenger List**. The form is available online at the Student Activities, Campus Safety or Physical Plant websites or a hard copy can be picked up in Student Activities. A copy of both forms must be given to Campus Safety.
- Pick up the van key and packet at the Physical Plant office. Make sure weekend rentals are picked up before 4:00 p.m. on Fridays, as the office is closed on weekends.
- Report any changes to the **Trip Form and Passenger List** prior to leaving campus by calling Campus Safety and notifying the officer who answers the phone.
- Prior to returning the van, fill the gas tank using the credit card enclosed in the packet and complete the forms. Packets must be returned to Physical Plant immediately upon return to campus. An after-hours drop box is available at the front door.

Using an Oregon State Motor Pool Van:

- Complete a **Trip Form** and a **Passenger List**. The form is available online at the Student Activities, Campus Safety or Physical Plant websites or a hard copy can be picked up in Student Activities. A copy of both forms must be given to Campus Safety.
- Pick up the **Checkout Card** (white credit card with your account number) and safety packet in Student Activities. The office is open Monday-Friday, 8:00 a.m. – 5:00 p.m.
- Drive to the Salem Motor Pool Office (map and directions on back of this checklist) to pick up your van. **The hours are 6:30 AM to 6:00 PM.** You will need to bring your driver's license as well as the Checkout card. Make sure you know the name the vehicle is reserved under. You will be issued a blue plastic folder that contains many important documents; be sure to look inside and see what is included.
- As you come into the Motor Pool there is parking on both sides of the street and behind the shop area. There is no parking behind the fence that surrounds the Motor Pool area. The office area is right beside the fuel pump islands, underneath the breezeway.
- The Motor Pool vehicles fuel here with ethanol. Out on the road they can fuel with regular unleaded gasoline. Only major gas stations, such as Shell, Texaco, Chevron will take the Voyager fuel card (located in your blue folder). The Arco's and small "grocery

store" stations will not. **If you are asked for a "pin" number to fuel, it is the current odometer reading on the vehicle.** The Motor Pool does not need the gas receipts, as they are billed by Voyager. The receipts can be kept by the driver for his/her records.

- Report any changes to the **Trip Form and Passenger List** prior to leaving campus by calling Campus Safety and notifying the officer who answers the phone.
- If you are returning the vehicle during regular business hours (6:30a.m.-6:00pm M-F), turn left on to Ryan Drive as you turn in to the Motor Pool area. You will pass the gas pumps and car wash and see a sign that says "Motor Pool Return". As you enter the gate there is another sign that points the way to go. You will leave the blue folder and keys in the vehicle and the vehicle unlocked. Bring the "green card" inside the folder into the office with the ending miles on it.
- If you are returning the vehicle after hours, consult the procedures located in your blue folder.
- Return the Checkout card and safety packet to the Office of Student Activities.
- When the bill comes for your vehicle and gas use, you will pay the invoice from your 0291 (non-ASWU) account. Present the invoice to ASWU VP of Finance for reimbursement to your ASWU account for whatever expenses were approved by Finance Board.

STATE MOTOR POOL After Hours Procedures

Parking a vehicle in the “North Lot”

1. Drive the vehicle to the North Lot gate and scan the Voyager card (located in the blue vehicle packet). Insert the card with the magnetic strip down and to the right. **DO NOT PUSH ANY BUTTONS ON SCREEN.** The gate should say “processing” and the gate will open. If it says, “card inserted wrong” or “card not detected”, wait for the card reader to reset and try again.
2. Enter the north Lot and park vehicle.
3. When leaving the lot, you will need to trigger the gate to open. Push the button located on the left side of the key drop box (as you’re facing the key drop box) to open the gate.
4. The gate will then open and automatically close.

Returning a vehicle

1. Drive the vehicle to the North Lot gate and scan the Voyager card (located in the blue vehicle packet). Insert the card with the magnetic strip down and to the right. **DO NOT PUSH ANY BUTTONS ON SCREEN.** The gate should say “processing” and the gate will open. If it says, “card inserted wrong” or “card not detected”, wait for the card reader to reset and try again.
2. Drive into the North Lot. If you are being picked up by someone else, have them follow you into the lot.
3. Park the State vehicle in any empty space.
4. Write the ending mileage, date, and time the vehicle was returned, and sign the green card.
5. Leave the green card and the blue folder in the vehicle. **DO NOT LEAVE THE KEYS IN THE VEHICLE.**
6. Lock the vehicle.
7. Drive your personal vehicle close to the gate. This will trigger the gate to open.
8. Before you exit the lot, place the vehicle keys in the drop box, located by the exit/entrance.