

Accidents

An accident is defined as any incident that causes damage to people or property. All accidents, regardless of the extent of damage, involving a university-owned or leased vehicle must be investigated by the police and reported to Transportation Services. All university vehicles contain an information packet with instructions regarding what to do in case of an accident. The packet contains complete instructions, forms, and insurance information.

- Accidents on campus must be reported at once to the Department of Public Safety (285-1111).
- Accidents off campus must be reported to the local police authority.
- **All** accidents involving injuries must be reported immediately to the Department of Public Safety (765-285-1111 or 1-877-339-2958).

The driver of the university vehicle or an authorized representative of the department must complete the Ball State University Accident Form and the Vehicle Accident Review Form. The completed forms must be delivered or faxed to Transportation Services within 48 hours of any accident.

Breakdowns

Transportation Services should be notified of all breakdowns. The WEX credit card may be authorized for minor repair expenses when away from campus.

General Information & Safety Guidelines

- **PERSONAL USE** of a university vehicle is prohibited. University vehicles are not to be driven to meals except when transporting university guests. University vehicles should be parked on university property when not in use.
- Drivers are expected to operate vehicles in a safe, prudent manner.
- Seat belts must be worn by all occupants of university vehicles.
- Cell phones should not be used while driving. Texting is prohibited.
- Use of tobacco products is not permitted in the university vehicles.
- Possession or consumption of alcoholic beverages or drugs by persons using university vehicles is strictly prohibited.
- University vehicles are not to be used for towing unless approved by Transportation Services.
- Spouses and children may ride in university vehicles if they are accompanying an employee on an official business trip. They should be included on the passenger list.
- Pets, with the exception or aid of service dogs, are prohibited in university vehicles.

- Fines resulting from traffic or parking violations arising out of the use of university vehicles are the responsibility of the driver.
- University vehicles are not to have decals, bumper stickers, or novelty license plates displayed. Only Ball State University plates and decals approved by Transportation Services are allowed.
- The university is not responsible for articles left in vehicles.
- Vehicles are not to be left idling. Turn off the engine before exiting the vehicle.
- Use of 15-passenger vans for university travel is prohibited.
- Abuse of rules or procedures could result in suspension of university vehicle driving privileges.

Revised August 1, 2016

Buckle Up & Drive Safely

You are representing Ball State University. Please be courteous and follow all rules of the road.

BALL STATE UNIVERSITY

Transportation Services General Information



**BALL STATE
UNIVERSITY**

Office 765-285-1022
Toll Free 877-339-2958
Garage 765-285-5815
Bus Service 765-285-9045
Fax 765-285-2078

T R A N S P O R T A T I O N

Transportation Services

Located at the northwest corner of the Services & Stores Building on Tillotson Avenue (Door #5).

T R A N S P O R T A T I O N

Service Hours
Motor Pool Office
 6 am - 5 pm, M-F
 6 am - 4pm, M-F, (Summer)
 6 am - 12 noon, Saturday
Service Garage
 6 am - 11 pm, M-F
 6 am - 2:30 pm, Saturday

Automatic fueling station located behind the garage is available 24-hours-a-day 7-days-a-week

Motor Pool Reservations

Motor Pool vehicles are available for university travel. Vehicles can be reserved online at <https://bsu.agilefleet.com/login.asp> through FleetCommander. Reservations should be made at least one week before the travel date. An approved Authorization Report from Banner must be received in the Motor Pool Office before a vehicle will be released.

Vehicles and Rates

Sedans	\$15.00/day + 16¢/mile
Vans/SUVs/Trucks	\$21.50/day + 26¢/mile

Vehicles returned to the Motor Pool Office within four hours of pickup will be charged one-half of the daily rate, plus mileage.

A cleaning fee of \$35.00 per vehicle may be assessed the renting department if returned vehicles are excessively dirty or full of trash.

Rental vehicles from local agencies may be arranged during peak travel times. The Motor Pool Office reserves the right to substitute vehicles as needed.

A fuel surcharge may be added to the per mileage charge in cases of extreme fuel price increases.

Vehicle Cancellations

If it is necessary to cancel a reservation, it should be done as early as possible. Reservations can be cancelled online if completed 24 hours prior to the reservation at <https://bsu.agilefleet.com/login.asp>.

Vehicle Pick Up

Proper licensing is required to drive a university vehicle. Only employees of the university, at least 18 years old, with a valid US operator's license, will be allowed to pick up vehicles from the Motor Pool. Drivers must have their operator's license with them at time of pick up. As a condition of driving any university vehicle, drivers must give Ball State University authorization to conduct a comprehensive driving record check to comply with liability insurance provider requirements.

If a vehicle is not picked up within two hours of the scheduled pick-up time, the vehicle may be released for other reservations and the scheduling department will be charged a one-day rental fee. Contact the Motor Pool Office if the vehicle will be

picked up later than it was originally scheduled.

Drivers should familiarize themselves with the vehicle prior to beginning their trip. Any questions about the vehicle can be answered in the Motor Pool Office. It is the responsibility of the driver to inspect the condition of the vehicle and report any damage to the Motor Poll Office prior to leaving.

Each key case contains a WEX (Wright Express) credit card for purchase of fuel and minor emergency repairs to the vehicle. The WEX card has a phone number to call for 24-hour roadside assistance. The glove compartment contains an envelope of information including vehicle registration, insurance information, **accident reporting forms**, and instructions in case of an accident or breakdown.

The personal vehicle of the traveler should be parked in the spot designated for the motor pool vehicle. All university parking stickers are accepted in the transportation parking lot. Parking passes are available in the Motor Pool Office if needed.

Vehicle Return

Upon return, the driver should record the ending mileage, date, and time on the travel sheet. Any problems with the vehicle should be listed on the travel sheet. All fuel receipts should be placed in the key case and returned to the Motor Pool Office. After hours, the travel sheet and key case can be dropped in the night deposit box, outside the entrance to the garage.

Vehicles should be returned to the designated parking spot and locked. The radio, heater, air conditioner and all lights should be turned off.

Contact the Motor Pool Office if a rental vehicle will be returned later than scheduled.

Vehicles Assigned to Departments on Continuing Basis

University vehicles may be assigned to departments on a longer term basis. Transportation Services regularly reviews vehicle requests and assignments. Changes may be made based on vehicle usage, condition, and campus need. Vehicles assigned to departments are to be used for **in-state** travel only. In some cases, the vehicles may be limited to Delaware County only. The vehicles are not for personal use and they are to be parked on campus each night. These vehicles are charged to the user department monthly. The rates for these vehicles are:

Cars, small trucks	\$340/month + 16¢/mile
Vans/SUV/Trucks	\$400/month + 26¢/mile

Older model vehicles assigned for campus driving will be charged for fuel and garage service only.

Airport Transportation

Local rental cars can be scheduled for transportation to and from the Indianapolis airport. To request a one-way rental car, complete an online reservation through Fleet Commander at <https://bsu.agilefleet.com/login.asp>. The reservation request should include flight schedule, location, and time of pick up.