

STATE VEHICLES

SAU Tech has a fleet of vehicles that can be used for official travel. The vehicles are reserved on a first come, first serve basis.

Call the Motor Pool at 870-574-4549 to reserve a vehicle.

STATE VEHICLE USAGE POLICY

1. State employees must obey all traffic laws and must practice safe driving habits.
2. Drivers are responsible for his/her citations or fines.
3. Vehicles are only to be used for official State business. (ACA-19-4-903)
4. Drivers must have a valid driver's license and be on SAU-Tech approved drivers list.
5. Vehicle assigned on a daily trip basis shall be returned to motor pool as soon as state business is completed.
6. Any employee taking a state vehicle home (DF&A 14.7 Staging) must have prior approval by their department's Executive Officer.

If you reserve a vehicle make sure you pick the vehicle up on the date you are to use it and bring it back on the last day that you have it reserved. Do not keep the vehicle past your reservation. It may be scheduled to go out early the next day. If you decide you don't need the vehicle, call and cancel your reservation as soon as you know you don't need the vehicle.

Account number and authorized department signature is needed when vehicle is picked up.

When you pick up the vehicle you will be issued keys to the vehicle and the motor pool gate. You'll also be issued a credit card. This is for the purchase of gasoline and oil for the vehicle only.

When you purchase gasoline or oil you will need to get a receipt that shows the total purchase, price per gallon, and the number of gallons purchased. You absolutely have to have a receipt. The receipt can come from the pump but if you fail to get one at the pump then you'll need to go inside to the cashier and have them issue you one. You will need to sign the receipt and put the license plate number of the vehicle on the receipt. Put the receipt in the packet with the credit card.

Unattended vehicle should have keys removed and the vehicle locked.

When you return with the vehicle, park the vehicle in the motor pool, lock the vehicle, and drop the keys, credit card and all receipts in the drop box on the door of the motor pool office. If you return after hours you will have to unlock the gate to get into the motor pool. Make sure you lock this gate back before you leave.

**FAILURE TO FOLLOWS THESE RULES WILL
RESULT IN YOU LOSING YOUR DRIVING
PRIVILEGES.**

Emergency

1. If you can solve your emergency then do so and report it later.
2. If you can't or if you need help call one of the following people:
 - Mike Larkins: Work 574-4516 Cell 818-9423
 - Kyle Gibson: Work 574-4549 Cell 250-2340
3. Credit cards are to be used for vehicle use only; gas, oil, and emergency items as tires, batteries, headlights, belts, thermostats, etc.

Accident

1. Call police and if needed an ambulance.
2. Get information where to get a copy of accident report.
3. Get name and address of Insurance Company and policy number for each vehicle involved.
4. Get name and address of each driver, passenger, and witness.
5. Call one of the following people:
 - Mike Larkins: Work 574-416 Cell 818-9423
 - Kyle Gibson: Work 574-4549 Cell 250-2340

To Get Gas:

1. Swipe card
2. Enter odometer reading for vehicle
3. Enter PIN assigned
4. Get receipt (put license plate number and Your signature on the receipt)