

Guidelines for driving an AU vehicle

1. On the envelope, log the odometer mileage on the "out" line before leaving, upon returning, log the odometer mileage on the "in" line. Please sign the envelope so that we know who was driving each vehicle. Also, if you had any problems with vehicle, please note that on the envelope. The vehicle needs to be clean of any trash and personal items. Anything left in the vehicles will be sent to lost and found located in the Post Office in the bottom of Decker Hall.
2. Vehicles do not need to be fueled upon return to the Physical Plant parking area. If you use the credit card provided please place the receipt in the envelope.
3. All Drivers must be approved to drive through the Physical Plant. We only consider approval of freshmen if there are no upperclassmen that can be approved. This process usually takes 10-14 days so please plan ahead for your trip, since all drivers must be approved. If you are faculty/staff and wish to be certified to drive, please copy your drivers licenses and send to Beth Samples through campus mail. We will take care of sending the information to our insurance company.
4. Upon return, please place the envelope with the mileage in & out, credit card, credit card receipt and keys in the drop box located at the back (street level) of Hardacre Hall mounted by the double doors. There may be time if you have an Enterprise vehicle that you may be ask to place the keys only in the Enterprise box, but only upon request.
5. There will be a \$25 charge for each vehicle reserved but not used, unless the reservation is canceled at least 24 hours in advance.
6. As a reminder, the mileage rate for vans is \$0.75/mile and \$0.44/mile for cars or minivan. There is no minimum usage charge.
7. Just as the Physical Plant moved to a new software package for work orders this past January, we are implementing a new module of that package for Motor Pool reservations beginning 6/30/14. This module is called TripDirect. If you have become used to the ease of initiating a work order, you will find making a Motor Pool reservation just as simple.

Please note a few specifics for our use when submitting such a request:

1. In the field titled "Trip Name", please input the driver's name.
2. In the field marked "Mobile", please input a cell phone contact number.
3. You will note the only choice for the "Location" field is Hardacre Hall. That is fine.
4. We have tried to pre-input all the Department names and budget numbers, but if yours is missing, please contact Beth Samples to get it added to the list.
5. The password for submitting a Motor Pool request is the same as for submitting a work order: anderson
6. If you are already accessing the work order system, you can access the Motor Pool system the same way, and just click the "TripDirect" tab. Link: [Motor Pool Requests](#).

If you have questions about getting set up, please contact Leigh Anne Miller at x 4240, or via email. Once you are up and going, if there are questions, please send them to motorpool@anderson.edu. We have a couple of folks who will check that and will respond to your questions.