

REQUISITION FOR MOTOR VEHICLE(S)
 Requisition - Order - Bill
UNIVERSITY OF MAINE

Date: _____

MOTOR POOL
Office Hours 7 a.m. - 3 p.m. Daily

Dept Ordering: _____ Account No. _____

Mailing Address: _____ Phone No. _____

Primary Operator: _____

Secondary Operator or person
 picking up vehicle: _____

| Date & Time Needed: | No. of People: | Destination: | Date & Time of Return: | FOR OFFICE USE ONLY | | |
|---------------------|----------------|--------------|------------------------|---------------------|------|--------|
| | | | | Mileage | Rate | Amount |
| | | | | | | |
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| | | | | | | |

Type of vehicle(s) (sedan, van, truck, station wagon) desired: _____

Credit 5-3-18970-090
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Requisition must be signed by department head and at the Motor Pool prior to releasing vehicle.

Purpose: _____

Vehicle Assigned: _____ Signature: _____
Department Head

I have read and understand the Motor Pool vehicle use policy list of regulations, accept the responsibility and agree to fully comply with these regulations.

Signature: _____
Primary Operator

Signature: _____
Secondary Operator

See back for vehicle use policy

Preparer should keep yellow copy for records.

Revised 5/20/96 (supersedes all other form)

Student Travel and Use of University Vehicles at The University of Maine

I. Statement of Philosophy

The University of Maine is the principal research and graduate institution of the State of Maine. It offers a comprehensive program of undergraduate study that is enriched by the resources of its university setting. The University also recognizes, that in order to engage in a full collegiate experience, students can and do benefit from opportunities that exist beyond campus. The institution believes that conferences, matches, games, institutes, competitions and certain activities add to the student experience at The University of Maine. It is in support of these beliefs that this policy was conceived.

II. Policy for University of Maine Motor Pool Vehicles

The University of Maine regulates the use of vehicles owned or leased by The University of Maine System. Some regulations within this policy have been taken from The University of Maine Administrative Practice Letter (APL) Number 27, which outlines use standards for all campuses of The University of Maine System. The Office of Facilities Management maintains The University of Maine's vehicle fleet and fleet policy. The full policy is available from the Motor Pool Office in the Service Building on Rangeley Road. All students utilizing University vehicles must abide by all operating guidelines and regulations set forth in the **Motor Pool Vehicle-Use Policy and Regulations for University Motor Pool Vehicles Policy**.

III. General Regulations for Student Use of University Motor Pool Vehicles

Students, student groups, student clubs, sports clubs, and other recognized student organizations are eligible to utilize Motor Pool vehicles. Only drivers approved by Motor Pool are eligible to operate University of Maine vehicles. In addition to the regulations outlined in the Motor Pool policy, the following standards must be followed:

- a. All students traveling in University Motor Pool vehicles must recognize they are representing the University and conduct themselves in a way that reflects positively on The University of Maine. The University of Maine Student Code of Conduct applies to off campus activities as well as to on campus ones.
- b. Students must be properly licensed to drive. In the case of students from countries other than the United States or Canada, proof of a valid international driver's license must be provided. When operating a vehicle, students must have a valid driver's license in their possession.
- c. Any student whose license has expired, been revoked, or is under suspension is not eligible to operate a University vehicle. Violation of this regulation will subject the student to disciplinary action. Violation of state Operating Under the Influence laws (OUI) while operating a university vehicle will also subject the driver to disciplinary action.
- d. **Any student with 3 or more traffic (moving) violations, or had an "at fault" accident during the past 2 years is not eligible to operate a University of Maine motor pool vehicle.**
- e. No one under 18 years of age is permitted to drive a University vehicle.
- f. Students must be alcohol and drug free. This includes: illegal prescription drugs, prescription drugs, and non-prescription drugs that are known to cause drowsiness, or known to impair driving.
- g. Tobacco is prohibited in University of Maine Motor Pool vehicles.
- h. Only those listed on the travel roster for a particular trip/event/activity may travel in University Motor Pool vehicle(s) for that trip.
- i. It is a violation of Motor Pool policy to use a University of Maine vehicle for anything other than its intended purpose.
- j. The driver must make sure all occupants use seatbelts during the trip and that occupancy is limited to the number of seatbelt sets.
- k. Drivers must obey all traffic and parking regulations including observing posted speed limits. Drivers are personally responsible for fines resulting from their actions. No University funds of any kind may be used to pay such fines.