

Motor Pool Procedures

- Call 671-2211 to reserve a car.
- Have the following information ready when you call to reserve a car:
 1. Fund/dept number;
 2. Destination;
 3. Date & time leaving; and
 4. Date & time returning
- Vehicles must be refueled after each use. Use the Voyager Card located inside the glove compartment to refuel. Enter 10 and the vehicle number. Please return card to glove compartment.
- ALWAYS enter your starting mileage and the ending mileage before returning envelope. Put keys in return envelope along with any gas slips and put in “Key Drop” located on the west side of Patterson Maintenance Center.
- Absolutely **NO SMOKING** in State Fleet vehicles.
- Please remove any garbage at the end of your trip.
- Keys and vehicle need to be returned to Motor Pool site by the evening of the return date.
- We have 14 State Fleet cars, 3 mini-vans, 2 large passenger vans, 2 pickups, bus, and 2 trailers available.

Vehicle Rates:

Car - .31/mile

Mini-Van - .42/mile

12-15 Large Passenger Van - .66/mile (must take Large Van Training to drive)

Pickup #6417 - \$1.20/mile

Pickup #6469 - .66/mile

Bus - \$1.90/mile plus \$50.00 per day (Holds 55 people)

Small trailer - \$10.00 per day

5th Wheel trailer - \$15.00 per day

- There is a State Fleet Policy Manual in the glove compartment of each vehicle.
- The beginning of each fiscal year, we will need a copy of your driver’s license to use State Fleet vehicles. If your license is expired or suspended, you may not reserve or use a State Fleet vehicle. Users who violate this requirement may be subject to disciplinary action.
- Every 4 years State Fleet requires all State Fleet users to take a defensive driving course. It usually is on campus once a year. Contact Kari Hasbargen at 3-2211 for more information.

- **Rental Motor Vehicles**

An agency/institution needing to rent a vehicle when out of state should contact and follow the minimum requirements of State Risk Management. In addition, they must meet the insurance requirements of the rental company.

- **Liability Coverage**

All State Fleet Services vehicles are covered for liability under the North Dakota Risk Management Fund Vehicle Liability (pursuant to NDCC 32-12.2). The coverage includes leased or rented vehicles whether in or out of state. It is recommended that you purchase the additional liability insurance from the rental company if renting the vehicle in other countries (Canada, Mexico) and in states long distances away (Florida, Alaska, Hawaii, and California). The insurance card can be found in the glove compartment of the vehicle attached to the vehicle registration card. (Per the State Fleet Policy Manual, page 10 & 16)