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**POLICY AND PROCEDURES MANUAL**

Revised August 2002

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(Note: The Fleet Management Program only applies to the Island of O’ahu) Any questions of concerns? Call

Tranportation Services at (808) 956-8875.

## **Definitions**

The following terms and acronyms, whenever used or referred to in this manual, shall have the following meanings, unless the context clearly requires a different meaning.

“Activity-Owned” means the Transportation Services’ vehicle support program where a vehicle is owned by an Organizational unit and operated by a University unit (under the Organizational unit). Transportation Services’ support for activity-owned vehicles is much like that of a traditional service station. Transportation Services charges University units for fuel and repair and maintenance services for activity-owned vehicles.

“DAGS” means State of Hawai’i Department of Accounting and General Services

“Long Term Rental Program” means the Transportation Services’ vehicle support program where a vehicle is assigned to a specific Organizational unit for its exclusive use. The Organizational unit identifies specific University unit(s) that will be assigned the use of the vehicle. The Organization and/or University unit(s) purchases the initial vehicle and pays an annual fee to Transportation Services to cover the cost of repair and maintenance and the eventual replacement of the vehicle.

“Loaner” means a temporary, short-term rental vehicle that is used for on-campus or short range travel. These vehicles are usually assigned temporarily when the assigned vehicle is in the UHMTS Repair Shop for repairs

“Organizational unit” means the Administration Office, College or School, Service Office, or Organized Research Unit of the University unit that is assigned the use of the vehicle. For example, Auxiliary Enterprises is the ‘Organizational’ unit of Transportation Services.

“Reassignment of vehicle” means when a vehicle is assigned from one Organizational or University unit to another Organizational unit or University unit.

“Trouble call” means the UHMTS Repair Shop mechanics are requested to drive out and service a disabled state vehicle.

“UHMTS” means University of Hawai’i at Manoa Transportation Services.

“University Unit” means the Department, Division, Institute, Project, or Program that is assigned the use of a specific vehicle. University units structurally come under and Organizational unit.

“Vehicle Rental Program” means the Transportation Services’ vehicle support program where the vehicle is owned and operated by Transportation Services and made available to University units statewide for short-term rental for transportation use on island of O’ahu. Limited vehicles are available for rental at the Honolulu International Airport.

**TRANSPORTATION O‘AHU POLICY MANUAL**

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August 2002

**Oahu Policy Manual**

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## **POLICIES AND PROCEDURES**

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### **Section 1: Purpose**

The purpose of the University of Hawai'i at Manoa Transportation Services (UHMTS) is to provide the means for safe and economical transportation for the personnel of University units requiring the use of vehicles in connection with official University business. UHM Transportation Services is responsible for the acquisition, purchasing, leasing, and replacement of state-owned vehicles assigned to the University of Hawai'i. UHMTS also provides a standardized preventive maintenance schedule and repair and maintenance services.

### **Section 2: Authority Statement**

The Manager of Parking and Transportation Services is delegated the authority for the administration of the UHM Transportation Services program.

### **Section 3: General objectives**

A. The objectives of UHM Transportation Services are:

1. to assist University units in meeting the needs of its employees for vehicular transportation as required in the course of performing the official duties;
2. to assist University units in maintaining the vehicles in a safe and dependable, and economical operating condition;
3. to assist University units in obtaining the maximum use of state-owned vehicles;
4. to reduce overall vehicular transportation costs for the University
5. to accept transfers of vehicles from other agencies or private donations, provided said vehicles are in an acceptable condition; and
6. to be self sustaining

**Section 3:**     General objectives (continued)

- B. To maintain and operate a central garage facility in order to provide the economical repair, maintenance, storage (see Section 11), fuel, oil, and other services for state-owned vehicles assigned to the University.
- C. To purchase or otherwise acquire, within the limits of available appropriated funds and spending ceilings, additional vehicles as shall be required to meet the transportation requirements of the University.

**Section 4:**     Eligibility requirements for the use of services

- A. The following University units are eligible to use the services provided by the UHM Transportation services:
  - 1. All established units of the University of Hawai'i system .  
[NOTE: Units requesting use of services may use accounts established with the Research Corporation of the University of Hawai'i (RCUH) and the University of Hawai'i Foundation (UHF) for bill payment purposes]
- B. The following units are **not** eligible (ineligibility is not limited to this list):
  - 1. Student organization or clubs;
  - 2. Non-state or privately owned vehicles; etc.
- C. The Superintendent has the authority to approve or deny requests for services based on established eligibility requirements. The Manager of Parking and Transportation Services has the authority to review all appeals on eligibility decisions.

**Section 5:**     Hours of operation

The Office section shall be open from 7:00 a.m. to 4:40 p.m., Mondays through Fridays, except on legal holidays.

The Repairs and Maintenance section shall be open from 7:00 a.m. to 12:00 noon and from 1:00 p.m. to 4:00 p.m., Mondays through Fridays, except on legal holidays.

The Gas pump section shall be open from 7:30 a.m. to 12:00 noon and from 1:00 p.m. to 3:30 p.m., Mondays through Fridays, except on legal holidays.

**Section 6:**     General policies

Drivers of state-owned vehicles are under constant public scrutiny. To avoid liability of criticism the following rules shall apply:

1. supervising University units of authorized drivers (operators) shall determine on a regular basis that authorized drivers possess a valid driver's license;
2. state-owned vehicles shall be used for official University business only;
3. operators shall drive safely and obey all City & County, State, University, and campus traffic and parking ordinances, rules, and regulations.
4. fines for traffic violations or crimes shall be the responsibility of the operator **and** the University unit.
5. A pre-trip check on short-term rental vehicles shall be made by the operator prior to checking the vehicle out.

**Section 7:**     General travel policy

- A. State-owned vehicles shall be operated only by authorized state officials and employees possessing a valid driver's licenses. University units may authorize student employees or registered students with valid driver's licenses to drive state-owned vehicles for official University business.
- B. Individuals that are not state employees or state officials may be permitted to operate state-owned vehicles with the prior approval of the respective Organizational or University unit head.
- C. Operators of state-owned vehicles shall be personally responsible for vehicles assigned to or operated by them should damage result through negligence, misuse, or abuse. All damages or missing parts found on UHM Transportation Service vehicles which are assigned to a University unit shall be reported to the University unit with a cost estimate to correct these deficiencies. Failure to pay for the repairing of damages or the replacement of lost items by the University unit may warrant cancellation of vehicle assignment and refusal of future service. Should a state-owned vehicle be damaged beyond repair, the user unit will be required to reimburse UHM Transportation Services an agreed-upon fair market value of the damaged vehicle.

**Section 7:**     General travel policy (continued)

Operators of UHMTS rental vehicles shall be required to pre-check the vehicle to be used and report and damage or lost items to the UHM Transportation Services Office prior to use. Upon the return of the UHMTS rental vehicle, UHM Transportation Services shall inspect the vehicle for any new damages or lost items. If there are any damages or lost items, the responsible University unit shall be notified and billed accordingly. The operator may be charged for such damages or lost items through legal procedures and may be subject to further disciplinary action.

- D. At no time shall unauthorized riders be permitted in a state-owned vehicle. Riders essential to or part of the University unit shall be considered authorized riders. Operators who permit unauthorized riders may be subject to disciplinary action.
- E. Authorized operators of state-owned who incur parking fees, parking meters, and other toll expenses while on official University business shall seek reimbursement from their respective University units. Employees are expected to examine the reasonableness of such charges on the same basis as if they were paying these charges personally.
- F. The fact that an employee is authorized to drive a state-owned vehicle is not an approval of the use of such vehicle for purposes other than official University business.
- G. Where a state-owned vehicle is to be used for official University business at times other than official business hours (such as weekends, legal holidays, or evenings), a written request shall be submitted in advance by the University unit for approval by the manager of Parking and Transportation Services.

**Section 8:**     Procedures for requesting vehicles**A. Vehicle Rental Program**

Short-term requests for rental vehicles shall be made on an official “Daily Rental Request Form” provided by UHMTS (“short-term” is defined as a period of less than one month). Requests are to be initiated by the University units, approved by their respective University unit head or authorized representative and fiscal officer, and submitted to UHM Transportation Services.

**Section 8:** Procedures for requesting for vehicles (continued)

Requests shall be submitted at least three working days in advance of the requested rental period. The **original** request form shall be submitted to UHMTS. UHM transportation Services shall honor verbal reservations **only** if a completed “Daily Rental Request Form” is received within **three working days** of the verbal request. Verbal reservations for rentals with no written request shall be automatically cancelled.

Revisions to the original “Daily Rental Request Form” shall be made within the following guidelines:

1. Minor changes that result in either a reduction in the total cost or a net increase in the total rental charges not to exceed 10% of the original total charges:
  - a. written request in the form of a memorandum shall be submitted to UHM Transportation Services by the University unit
  - b. to all revisions are subject to the approval of UHMTS
  - c. any and all revisions cannot be accepted verbally
2. Major changes that result in a net increase in the total rental charges in excess of 10% of the original total charges:
  - a. revised “Daily Rental Request Form” shall be submitted to UHMTS and be subject to approval. The original rental request shall be submitted. The signatures of both the University unit’s head and fiscal officer are needed on the revised rental request.
  - b. the initial rental request shall be voided upon receipt of the revised rental request form
  - c. the initial rental request request shall remain valid if no revised rental request is received.
  - d. any and all revisions cannot be accepted verbally.

Cancellations not made in accordance with established procedures shall result in a penalty charge to the University unit (see Section 9-A2 for terms of cancellation). UHMTS shall accept verbal cancellations **only** if a written request for cancellation is received by UHMTS **within five working days** of the verbal cancellation. Verbal cancellations with no written approval shall not be honored and the University unit shall be appropriately charged.

Rental requests are processed on a first come first serve basis and is contingent upon the availability of vehicles. UHMTS shall make every effort to provide a suitable vehicle to meet the University unit’s needs. However, UHMTS shall reserve the right to replace or substitute vehicles as necessary because of any mechanical failure or emergency repair.

**Section 8:**     Procedures for requesting vehicles (continued)

UHM Transportation Services shall accept rental requests no earlier than one year prior to the vehicle reservation date.

Vehicles shall be returned to the Gas Pump attendant for refueling during operating hours. Pumps are open from 7:30 a.m. to 12:00 noon and from 1:00 p.m. to 3:30 p.m.

(NOTE: Rentals returned after 1:00 p.m. will not be assessed a rental charge for the period between 12:00 noon and 1:00 p.m.)

The Gas Pump attendant will refuel the vehicle and provide the driver with a green "Gassed Up" ticket. The driver shall sign the "Petroleum Products Record" form for the gas/fuel charges **and** fill in the University unit's name. The driver shall then park the vehicle and return the keys **and** green gas ticket to the UHMTS Office section. Vehicles returned after 3:30 p.m., but before 4:30 p.m. shall be parked at the gas pumps and the keys returned to the UHMTS Office section.

Written procedures for emergency conditions and after-hour return of vehicles are provided to the driver at the time the vehicle is picked up. **Any and all emergencies** shall be reported to either UHM Transportation Services or the UHM Security Office, if the occurrence is after-hours. (see Sections 14-16)

Long term rentals are defined as rental requests that are one year or more in total rental time. Long term vehicle rental requests shall be submitted in memorandum form to the UHGMTS Superintendent and include:

1. reason for the need of the vehicle
2. specific program to be serviced
3. district/area to be covered – travel plan
4. period of time the vehicle will be used
5. approximate number of miles to be driven each month
6. completed "Daily Rental Request Form"

The requesting University unit shall be notified by UHMTS of the outcome of the request. In the event the long term request cannot be accommodated or is denied, UHMTS shall suggest alternative means of transportation and provide reasons for the denial. Long term request shall be submitted at least one week in advance of the requested rental period.

**Section 8:**     Procedures for requesting vehicles (continued)

B. Long Term Rental Program (O’ahu only) and Activity-Owned Program

Because of the State’s poor economic climate and the need to maintain a positive public image, all University units requesting to purchase, lease, or receive a donated vehicle, Government Surplus vehicle, or Federal Government vehicle, or replace a motor vehicle shall comply with the “Motor Vehicle Acquisition Policy.”

University units shall meet established eligibility requirements in order to utilize any acquired or replaced vehicle that shall include, but not be limited to a careful analysis of need and an analysis of the acquisition and future recurring cost of the vehicle. The analysis of need shall include evidence of how the vehicle is essential and supports the University unit’s mission and goals. Determining if a vehicle is essential to a University unit shall include an examination of how the unit will obtain maximum use of the vehicle and an evaluation and cost analysis of other available transportation alternatives. The analysis of the acquisition cost of the vehicle, annual insurance premiums, repair and maintenance costs, fuel costs, future replacement cost, and other recurring costs.

Under what conditions may a University unit be allowed to purchase a vehicle?

1. When a unit is included in one of the following User Groups:
  - a. Specialized vehicles – these are vehicles designated for a specific use, such as rubbish disposal, transporting disabled persons, ambulance, transporting of heavy items, etc.
  - b. Facilities, Grounds, Safety, and Service Vehicles – these vehicles are maintenance, security, health and safety traffic control, and transportation services.
  - c. Daily Users – these vehicles are used on a daily basis to carry out required job responsibilities such as errands on or off campus to deliver or pick-up items, attend meetings, testify at legislative hearings, etc.
  - d. Off-campus Commuter Users – these vehicles are required to commute to the University of Hawai’i at Manoa Campus and other locations on a regular basis from satellite offices (such as Community College campuses, Waikiki Aquarium, Snug Harbor, Kewalo Basin, hospitals, etc.) located outside the main campus.
  - e. Sponsored Research or Training Funding – these vehicles have been specified in a sponsor’s terms and conditions, appropriated through a grant, etc.

**Section 8:** Procedures for requesting vehicles (continued)

2. When a vehicle meets the established minimum mileage requirements:
  - a. For User Groups #1, #2, and #5:
    - (1) No minimum mileage requirement
    - (2) Total number of vehicles required for specific functions shall be documented and justified on the request and attachment forms
  - b. For User Groups #3 and #4:
    - (1) A minimum usage of 8,500 miles is required annually
3. When all of the following transportation alternatives are not feasible:
  - a. Short-term rental of a vehicle from the UHMTS rental fleet
  - b. Use of daily Campus Mail delivery services
  - c. Use of on-campus shuttle system
  - d. Implementation of a vehicle sharing agreement within a college department or within a building
  - e. Leasing of a vehicle
  - f. Use of car allowance or mileage reimbursement provisions
  - g. Walking to destination(s)
  - h. Public Transportation
4. When the cost of an alternative transportation option far exceed the cost to purchase and maintain a vehicle.

All University units requesting to purchase, lease, or receive a donated, Government Surplus, or Federal Government vehicle, or replace a motor vehicle shall comply with the following:

1. Motor Vehicle Acquisition Policy
  - a. University units interested in acquiring a motor vehicle shall submit a UHMTS “Vehicle Acquisition Request” form to the UHMTS Office
  - b. University units shall meet established eligibility criteria to acquire a vehicle
  - c. University units requesting to replace a vehicle shall follow the same procedures for purchasing a vehicle
  - d. Passenger vehicles are restricted to sub-compact and compact type; exceptions to purchase larger passenger vehicles may be granted by the Vice Chancellor, but the burden of proof of the larger vehicle’s necessity lies with the requesting University unit.

**Section 8:** Procedures for requesting vehicles (continued)

- e. Deadline to submit a Vehicle Acquisition Request form, attachment form, and other support document(s) for the fiscal year shall be no later than February 7.
- f. University units shall provide UHMTS and the Vice Chancellor's Office ample time for review and evaluation of exception requests.

(NOTE: the approval of an acquisition request does not guarantee the purchase will be made within the same fiscal year)

2. Vehicle Acquisition Request Procedures

- a. The Vehicle Acquisition Request form and attachment form may be obtained from the UHMTS Office. The department may duplicate additional forms as needed.
- b. The request form shall be properly completed with the appropriate information and authorized signatures and submitted to the UHMTS Office.
- c. All request shall be evaluated based on the "New/Replacement Vehicle Acquisition Eligibility Criteria."
- d. The Attachment for, "Request for Approval of Vehicle Purchase" shall accompany all Vehicle Acquisition Request forms.
- e. Replacement vehicle requests shall be evaluated on the basis of established "Disposal Criteria for Determining Replacement of a University Vehicle."
- f. University units shall provide standard vehicle specifications, if available. UHMTS will provide assistance in developing vehicle specifications to University units. UHMTS reserves the right to alter vehicle specifications to meet State and UH procurement policies.
- g. The requirement for air conditioning shall also be justified in the request's attachment form.
- h. University units requesting special equipment or accessories not included in the basic vehicle specifications shall include detailed information on the request form and also justify the need for such equipment on the request's attachment form.

3. Approval Process

- a. All submitted request forms shall be signed by the person authorizing the purchase and the Fiscal/Administrative Officer responsible for verifying the availability of funds for the vehicle acquisition.
- b. UHM Transportation Services shall review submitted request forms to ensure that the forms have been properly completed. UHMTS will return all request forms that are incomplete or missing the "Request for Approval of Vehicle Purchase" form.

**Section 8:** Procedures for requesting vehicles (continued)

- c. Unit Deans or Directors shall evaluate all requests based on the eligibility criteria to acquire vehicles. For the replacement of vehicles, UHMTS shall also evaluate the need to replace vehicles based on the criteria to dispose of vehicles.
- d. UHMTS shall either review the Acquisition Request for appropriateness and forward request forms to the Vice Chancellor responsible for requesting University Unit.
- e. The outcome of exception request shall be provided in writing to the requesting University unit.
- f. After the Vice Chancellor approves the requests, UHMTS shall prepare the request forms for submittal to the Office of Procurement, Real Property and risk Management (OPRPRM) through their Business Office and requesting University units' Business Office.

**Section 9:** Rates and billing

- A. Rates are basically established by prorating the initial cost of a vehicle over an established period of time for its replacement and general operating costs. Current rates are available at the UHM Transportation Services Office Section:

- 1. Long Term Rental Program rates (O'ahu only)
  - a. University units are billed at the beginning of each fiscal year for vehicles assigned to them. This costs includes:
    - (1) vehicle registration and preparation
    - (2) all routine repair and maintenance services:
      - servicing and preventative maintenance
      - repair and/or replacement resulting from normal wear
      - quarterly maintenance
      - safety check
      - wash, vacuum, and polish (only provided quarterly)
      - trouble call, where the University unit's driver was not negligent
    - (3) replacement of vehicle
    - (4) Loaner vehicles are available for Long Term Rental units when all of the following conditions are met:
      - (a) assigned vehicle is inoperable, not including routine maintenance or accidents
      - (b) a "loaner vehicle" is available
      - (c) repairs and/or replacements were caused by normal wear and tear, as determined by UHMTS

**Section 9:** Rates and billing (continued)

Loaners are provided as a benefit to participating members of the Long Term Rental Program, but the University unit is responsible for payment of all fuel costs incurred.

- b. University units shall be responsible for payment of any and all repairs that are not specified under routine repair and maintenance services (Section 9-A1a.) including, but not limited to:

(1) Damage caused by lack of maintenance in compliance with the established *Preventative Repair and Maintenance Schedule* or the *Preventative Maintenance Safety Tips* or by use of fuel, oil, lubricants, or fluids not recommended in the *Preventative Maintenance Repair and Maintenance Schedule*. Maintenance not performed by the UHMTS Repair Section is subject to examination and evaluation if questions arise about maintenance. UHMTS recommends that University units retain all documentation of repairs and receipts and make them available if questions arise about repair or maintenance services performed.

(2) Damage due to accident (unless covered under the vehicle's insurance coverage plan), misuse, or alteration. Damage caused by any of the following is not covered under "routine" repair and maintenance services:

- (a) Collision, fire, theft, freezing, vandalism, riot, explosion, or objects striking the vehicle;
- (b) Misuse of the vehicle, such as driving over or against curbs, overloading, racing, or other competition. Proper vehicle use is specified in Sections 6 and 7 of the UHMTS Policies and Procedures Manual;
- (c) Alteration or modification to the vehicle including the body, chassis or components, after final assembly by the vehicle's manufacturer. In addition, coverages do not apply if the odometer has been disconnected, or its reading has been altered or mileage cannot be determined.

(NOTE: Contract terms and conditions do not apply to vehicles currently or previously titled as salvaged, scrapped, junked or totaled.)

**Section 9:** Rates and billing (continued)

- (1) Damage or corrosion due to environment, chemical treatments, or “Aftermarket” products. Damage caused by airborne fallout (chemicals, tree sap, etc.), stones, hail, earthquake, water or flood, windstorm, lightning, the application of chemicals or sealants subsequent to manufacture, etc., is not covered.

After Manufacture “Rustproofing” which includes the application of after-manufacture rustproofing products may create an environment which reduces the corrosion resistance built into your vehicle. Repairs to correct damage cause by such applications are not covered under routine repairs and maintenance. In addition, cosmetic of surface corrosion (resulting from stone chips or scratches in the paint, for example) is not included in “routine” repair and maintenance services.

Defects in paint, trim, upholstery or other apperance items are normally corrected during the new vehicle pre-delivery inspection. Any deterioration due to use and exposure is not covered under “routine” repair and maintenance services.

- (2) Any extra expenses, such as economic loss; loss of vehicle use; inconvenience; storage; payment of loss of time or pay; vehicle rental expense; lodging, meals or other travel costs, etc. is not covered.
- (3) Any and all repair costs that result because of unreported damages shall be the responsibility of the University unit.
- (4) Trouble calls, where negligence on the part of the University unit’s operator is involved. Also, when the spare tire is not installed by the operator when a flat tire occurs.
- (5) Any cleaning resulting from the University unit operator’s misuse, abuse, negligence, theft, vandalism, etc.
- (6) Vehicle insurance (DAGS) costs
- (7) Processing and other fees relating to repairs resulting from an accident.

**Section 9:** Rates and billing (continued)

2. Vehicle Rental Program rates

Rates are charged by the hour, day, or month and on each unit of time and fraction thereof. The University unit is also responsible for costs involving:

- a. repair and/or replacement as a result of the user's negligence, misuse, abuse, theft, and/or vandalism
- b. cleaning charges resulting from:
  - (1) litter, sand, mud, paper, etc., left in the vehicle
  - (2) negligence, misuse, abuse, theft, and/or vandalism
  - (3) vehicle is returned excessively dirty
- c. any unreported damages
- d. trouble call, where negligence on the part of the University unit's driver is involved. Also, when the spare tire is not installed by the driver when a flat tire occurs.

All changes to the original rental request and/or cancellations shall be submitted in memorandum for and authorized by the University unit head and fiscal officer. Verbal changes alone **are not accepted** (reference section 8A, regarding revisions). However, verbal cancellations shall be accepted **only** if a written request in the form of a memorandum is received within five working days. Failure to provide proper written authorization for cancellations shall result in a penalty charge:

- a. For rentals up to one week: **24 hours notice**  
Penalty charge: reservation or one day, whichever is less
- b. For rentals in excess of one week: **3 working days notice**  
Penalty charge: one day rental

B. Fuel rates are available at the UHM Transportation Services Offices section. Drivers shall sign for any fuel costs incurred. "Gas can" purchases shall be made in writing on a UHMTS "Petroleum Products Requisition" form. A "Petroleum Products Requisition" form shall be completed and submitted to UHMTS. These requisition forms can be submitted in advance for a period no longer than one fiscal year. The use units have the option to submit the requisition form with each fill up. Individuals requesting gas can fill-ups without proper authorization shall be turned away at the pumps.

C. Rates and/or estimates for services or repairs are only available from the Superintendent or Shop Supervisor of UHMTS. UHMTS shall not accept vehicles for repairs without proper authorization from the respective University unit. Upon completion of the repairs, the individual receiving the serviced vehicle shall certify that all materials, supplies, and services have been received in good condition.

**Section 9:**     Rates and billing (continued)

- D. Billing supported by appropriate documentation, shall be mailed to the responsible University units by UHMTS on a timely basis. All University units shall reimburse UHMTS promptly and no later than thirty days after receipt of billing. Repeated delinquency in payment may be grounds for cancellation of vehicle assignment or services.
- E. Rates may be changed by the Manager of Parking and Transportation Services whenever it is determined that such changes are necessary to meet the expenses of the services provided. Rate changes shall take effect thirty days after proper notices have been distributed to University units.

**Section 10:**    Policy for Monthly Travel Logs

In order to ensure that all State vehicles are operated only for official University business by authorized licensed personnel, Monthly Travel Log forms shall be maintained by all University units assigned a vehicle. This shall include Long Term Rental vehicles and activity owned Program vehicles.

Travel logs shall be completed to account for each trip taken and all mileage used. Each driver shall complete and sign the Monthly Travel Log certifying that the trip and mileage used were for official University business. There shall be no break in the mileage or odometer reading indicated on each Monthly Travel Log. The final odometer reading at the end of the month shall be recorded and shall serve as the starting reading for the new monthly travel log. Additional sheets may be submitted to substantiate monthly mileage usage.

The following information is required in order to account for all mileage driven:

1. Date of trip
2. Time that the vehicle was signed-out to the driver
3. Beginning odometer reading
4. Time that the vehicle was returned by the driver
5. Ending odometer reading
6. All Destination(s) included in the trip
7. Operator's or Drivers Signature.

Long Term Rental Program units are required to Promptly submit full complete Monthly Travel Logs to UHM Transportation Services no later than the fifth working day of the following month. Continuous delays or failure to submit monthly travel logs by the fifth working day of the following month may be grounds for cancellation of vehicle assignment.

University units with Activity Owned vehicles will not be required to submit the completed Monthly Travel Logs to UHM Transportation Services. The University units will maintain the required vehicle Monthly Travel Log records for their Activity Owned vehicles. The units will continue to monitor the vehicle usage to account for each trip taken and all mileage used. Copies of these records may be requested by Transportation Services, when necessary. Failure to maintain accurate records and/or submit copies upon request may be grounds for cancellation of vehicle assignment.

**Section 11:** Policy for garaging/storing state-owned vehicles

A. Vehicle Rental Program vehicles

Rental vehicles shall be returned to UHM Transportation Services upon completion of the rental period. When returning vehicles after hours the following parking areas can be used:

1. Stalls next to the Campus Security Office that are marked “State Vehicle Use Only”
2. Stalls directly outside the UHMTS fenced area. Vehicles shall not block the gates, driveways, or UHM fire gate.

When work assignments require employees to use rental vehicles on weekends or holidays, an employee may be assigned the vehicle keys on the afternoon of the working day prior to the weekend or holiday rental period.

The safety of rental vehicles garaged/stored away from UHM Transportation Services shall be the responsibility of the assigned Organizational unit, University unit, and/or the operator.

B. Long term Rental (O’ahu only) and Activity-Owned Program vehicles

The safety of vehicles garaged/stored at other locations shall be the responsibility of the Organization and University unit. This includes, but shall not be limited to any damage or missing parts caused by vandalism, theft neglect, or abuse of these vehicles. All costs incurred by any resulting damages shall be charged to the responsible driver/employee and/or University unit unless covered by the vehicle’s DAGS insurance policy.

**Section 12:** Authorization to take state-owned vehicles home daily

The personal use of a state-owned vehicle is prohibited by Chapter 105-1 of the Hawai’i Revised Statutes. Exceptions may be permitted subject to provisions of Chapter 105-2 of the Hawai’i Revised Statutes and the procedures contained in Administrative Directive No. 7 dated October 7, 1962. All applications for the personal use of a state-owned vehicle shall be submitted to the UHM Transportation Services Office section on an annual basis. The Manager of Auxiliary Services shall review and process each request in compliance with established procedures and guidelines. The Manager shall submit each request to the President’s Office with recommendations. Upon the President’s approval, all approved requests are submitted to the Department of Accounting and General Services (DAGS) for final approval. Upon approval by DAGS, an official permit shall be issued by the Manager of Auxiliary Services to the authorized employee.

**Section 12:** Authorization to take state-owned vehicles home daily (continued)

Permits shall be effective for a period not to exceed twelve months, beginning July 1 and ending June 30 of each fiscal year. All expired to revoked permits shall be returned to UHM Transportation Services.

A. Under what conditions may employees be allowed the personal use of state-owned vehicles?

1. When an employee is required to respond to emergencies at any hour of the day or night, and when the use of a state-owned vehicle is essential to meet these contingencies; or
2. When state garaging/storing facilities are unavailable, inadequate, or located in an area exposed to vandalism and abuses; or
3. When the nature of an employee's work requires a state-owned vehicle before and after normal working hours on a regular and sustained basis; or
4. When it is impractical to require an employee who resides in the district in which he works, to travel daily to a central garage/storage area to pick up a vehicle and return to their own district.

B. What shall "personal use" consist of?

1. Personal uses of state-owned vehicles shall be restricted to direct travel between and employee's home and their place of work, and to such travel as will be incidental to driving to and from work; such as stopping at the grocery store on the way home, seeing the doctor, dropping the children off at school, etc. Pleasure uses, such as going to the ball games, movies, picnic or the beach etc., are prohibited.

C. Other criteria

1. Employees required to respond to emergencies after working hours are also required to use state-owned vehicles which are specially marked, equipped, or capable of responding to the emergency. Example are police, utility, 4-wheel drive, or emergency vehicles. Passenger sedans may be considered if the vehicle is used to transport clients or patients.
2. Vehicles which are housed at employee residences for protection and safe keeping shall be garaged and maintained by the employee as a prerequisite to substantiate the cost benefit of permitting personal use of the vehicle.

**Section 12:** Authorization to take state-owned vehicles home daily (continued)

3. Use of state-owned vehicles for after hour meetings or for travel between employee residences and central base yards should be compared with mileage reimbursement computations and travel distances and actual mileage logs. Being on-call or attending night meetings shall not be considered as valid reasons in themselves, as it is generally less costly for the University to reimburse employees for mileage when responding to emergencies or attending meetings.
- D. As in prior years, the State of Hawai'i has selected to use the "commuting valuation rule" to value the commuting use of a State-owned vehicle. The dollar (\$) value will be entered onto the user employee's semi-monthly payroll as Wages-in-Kind. The value of this non-cash fringe benefit will be included in the user employee's wage and tax statement at the end of the calendar year. User employees are subject to the payment of Federal and State Income tax on the non-cash fringe benefit amount when preparing their annual tax returns.

**Section 13:** Care and Maintenance of vehicles

UHM Transportation Services shall be responsible for providing to University units that are assigned Long Term Rental Program and Activity-Owned vehicles a standardized preventative maintenance schedule and preventative maintenance safety tips. In addition, UHM Transportation Services shall provide repair and maintenance services for the care and maintenance of vehicles on the Island of O'ahu. Regularly scheduled maintenance is necessary to help prevent major vehicle breakdowns that could cost more to repair. Proper preventive maintenance enhances a vehicle's safe operating condition and may avoid costly accidents.

University units that do not have vehicle repairs completed at the UHM Transportation Services' Repair Shop (located on the University of Hawai'i Manoa campus) are responsible for full compliance to the preventative maintenance schedule and preventative maintenance and safety tips for their assigned vehicles. Non-compliance to the preventative maintenance schedule and safety tips may be grounds for cancellation of vehicle assignment, since the vehicle is not being properly maintained to ensure the safe operating condition of the vehicle and reducing future repair costs. In addition, University units that do not have their vehicles repaired at the UHM Transportation Service' Repair Shop shall provide documentation supporting that all necessary repairs as indicated on the preventative maintenance schedule have been completed satisfactorily. Copies of receipts from private repair shops may also be submitted to substantiate the repairs. Failure or continuous delays in submitting proper documentation to substantiate vehicle repairs may also be grounds for cancellations of vehicle assignment.

**Section 13:** Care and Maintenance of vehicles (continued)

Organizational units, University units, and drivers shall be responsible for the safe and proper operation of the vehicle while assigned to them. Organization units, University units, and operators shall promptly notify UHM Transportation Services of all defective items or mechanical failures found or encountered on assigned vehicles and schedule repairs either with the UHM Transportation Services' Repair shop or private repair shop. University units and drivers shall keep assigned vehicles clean of trash and personal effects. UHM Transportation Services is not responsible for the lost personal effects or other items left in vehicles. There shall be no smoking permitted in all state vehicles.

UHMTS shall maintain records on each vehicle including, but not limited to general vehicle information, scheduled preventive maintenance services, and required repair services.

The following shall be automatically checked when the vehicle is being refueled.

1. engine oil level and proper tire inflation
2. battery water, radiator coolant, and windshield washer fluid reservoir
3. visual inspection of engine compartment for defects

University units who have assigned Long Term Rental Program (O'ahu only) vehicles are required to periodically return the vehicle to UHM Transportation Services for scheduled preventive maintenance services and safety checks. UHMTS will provide prior notice of services appointments. Rentals can be provided, if available, at prevailing rental rates.

Fuel, oil, maintenance services, and repairs for Activity-owned vehicles (on O'ahu) may be arranged and furnished by UHMTS, but units using these services shall be billed accordingly.

**Section 14:** Emergency Services

Fuel, oil, repairs, and maintenance services are provided to all vehicles on O'ahu by UHM Transportation Services. However, it may be necessary to make purchases for the above services from sources other than UHMTS because of certain situations and emergencies. When such conditions occur, the operator shall either contact UHM Transportation Service directly or follow established emergency and after-hour guidelines (also see Sections 15 and 16) on where these services shall be purchased and the procedures for furnishing UHMTS with copies of receipts/invoices of such purchases. Vehicle operators shall verify that all receipts/invoices are in agreement with items and/or services charged and the dollar amounts are correct before signing. The driver's signature guarantees that the amounts are correct and the items and/or services have been received in good order and condition. The driver shall verify that the vehicle's odometer reading, license plate number, make and model are recorded on the receipts/invoices. Trouble call services are provided during operating hours (see Section 5) pending the availability of personnel. For emergency towing services after hours, see Section 15.

**Section 15:** Towing Services (for O'ahu vehicles only)

- A. When a state-owned vehicle requires towing services because of mechanical failure, UHM Transportation Services shall be notified **prior** to the towing of the vehicle. The following options are provided for stalled state-owned vehicles that occur after-hours:

**Option I**

If the vehicle can be parked safely and in accordance with all traffic and parking rules, regulations, and ordinances at the location of the stall until the next business day, place a sign stating: "STALLED VEHICLE" on the front dashboard.

If the vehicle is stalled on the University of Hawai'i at Manoa grounds call the UHM Security Office (956-8211). The driver shall follow the instructions provided by the Security Officer. The vehicle may be either kept at the site of the stall or the vehicle can be moved to Transportation Services (2027 East West Road) outside the fenced area)

The driver and/or University unit department shall notify UHMTS in the early morning of the next business day. If the vehicle is from the Vehicle Rental Program, the keys shall be returned to the UHM Transportation Office section no later than the following business day.

**Option II**

Only if the vehicle cannot be safely left at the location of the stall shall a towing service be contacted to tow the vehicle to either UHMTS (2028 East West Road) outside the fenced area or a safe location. The driver and or/ University unit shall notify the UHM Transportation Office section in the early morning of the next business day. If the vehicle is from the Vehicle Rental Program, the keys shall be returned to UHMTS no later than the following business day.

- B. Towing services required because of accidents, vandalism, theft, and/or operator's negligence, misuse, or abuse shall be charged to the assigned University unit or driver, unless covered by the vehicle's DAGS insurance policy.
- C. Towing services for vehicles located on the neighbor islands is the responsibility of the Organizational and University units. UHMTS shall provide assistance and guidance to the units in developing safe and appropriate towing guidelines.

**Section 16:** Accident reports

A. The driver of any state-owned vehicle that is involved in any accident shall comply with the following procedures:

1. **On-campus at UH Manoa:**
  - a. notify UHM Transportation Services
  - b. notify the University unit assigned the vehicle
  - c. notify the UHM Security Office
2. **Off-campus:**
  - a. notify the police
  - b. notify UHM Transportation Services
  - c. notify the University unit assigned the vehicle

**Any and all accidents shall be reported** to UHM Transportation Services regardless of whether or no another vehicle is involved to there are injuries or property damages.

**In compliance with Hawai'i Occupational Safety and Health Law (HOSHL), Chapter 12-52-8, "Reporting of Serious Accidents," the following types of accidents must be reported WITHIN EIGHT (8) HOURS:**

1. **LOSS OF LIFE**
2. **INJURY TO THREE OR MORE EMPLOYEES REQUIRING IN-PATIENT HOSPITALIZATION**
3. **PROPERTY DAMAGE IN EXCESS OF \$25,000**

**REPORT ACCIDENTS TO:**

1. **State of Hawai'i 596-9102 on O'ahu  
1-800-468-4644 on Neighbor Islands**
2. **University of Hawai'i Transportation Services 1-808-956-8875**
3. **Department Head or Supervisor**

**(NOTE: A monetary penalty can be avoided by timely reporting. Reference Section 12-52-8, Hawai'i Administrative Rules, effective September 30, 1994)**

B. In the case of an accident, all drivers shall complete a "Report of Accident Card" at the time of the accident. University units are required to keep "Report of Accident Cards" in the vehicle's glove compartment at all times. Cards are available at the UHM Transportation Service Office. This card shall be completed at the time of the accident and submitted to UHMTS.

**Section 16:** Accident Reports (continued)

- C. Original blank Accident claim forms are only kept at UHMTS and are not available for distribution. The **driver** shall come to the UHM Transportation Services Office and complete and sign the accident report form **within twenty-four hours of the accident**. A passenger or authorized representative may complete the form in place of the driver, only if the driver was injured in the accident and is not able to visit UHMTS. The original accident report and Report of Accident card shall remain with UHMTS. Copies shall be provided to the user unit. UHMTS shall process the accident report through the appropriate guidelines.

**Section 17:** Automobile insurance (DAGS)

All state-owned vehicles are self insured under the State of Hawai'i against public liability in compliance with the Hawai'i No-Fault Law. Coverage include no-fault benefits (or personal injury protection), residual bodily liability, and property damage liability. Coverage protects state officials, employees, and other authorized licensed drivers operating vehicles owned by the State. The cost for Basic No-Fault varies from year to year.

There is no coverage for collision, fire, theft or comprehensive loss. Assigned Organizational and University units shall be responsible for all costs incurred by UHMTS and for damages to their assigned vehicles for any uncovered losses. Optional coverage is available to University units at an additional cost.

Whenever it is determined that the other party is at fault, it is the respective University unit's responsibility to see that the other party or their insurance company pay for all costs resulting from property and other damages incurred by the State.

Medical benefit are provided under the State's worker's compensation law when injuries are sustained by state drivers or employee passengers.

**Section 18:** Transfer or reassignment and Disposal of state vehicles

UHMTS shall be contacted in writing whenever there is a transfer or reassignment of the University unit's assigned vehicle. UHMTS maintains current inventory records for all vehicles and shall be informed if there are any changes in the physical location of all state vehicles.

UHMTS shall also be contacted in writing if there is a transfer of the vehicle's title to another state agency, outside agency, or individual. Transfers are not allowed without prior authorization from UHMTS.

All vehicle disposals are handled through UHMTS. Disposal of vehicles cannot be made by the University unit without **prior** authorization from UHMTS. UHMTS is responsible for making the determination of whether a vehicle should be replaced, disposed of, or approved for extened use in accordance with established criteria guidelines.