

CEOAS VEHICLE GUIDLINES

CEOAS has 4 vehicles for use by CEOAS personnel.

1) **White Ford cargo van; vehicle # 096813**, located on Orchard Street in a reserved parking space, south of Burt Hall. This cargo van has a 2-hour check out limit and is for local use only. There is a sign-out sheet in Burt 130. In the locked box next to the sign out sheet are the keys, instructions, and a logbook. Each use in a day will be charged at the rate of \$3.50, up to a maximum of \$7/day. Mileage will be charged at the rate of \$0.33/mile for the actual miles used on each trip. It is essential for all users to enter their usage and index into the sign out/log book. OSU approves charging vehicle use to grants. If logs show the vehicle to be underutilized (thus forcing the College to cover the lease cost), it will be returned to the OSU Motor Pool. **All users of the van must take an on-line class before driving:** <http://media.oregonstate.edu/media/Van+Safety/>.

The college pays for the van BUT drivers need to use the sign-out sheet and the log book.

If extended use is required, personnel can check out a vehicle directly from the Motor Pool on campus. To reserve a Motor Pool vehicle, contact OSU Motor Pool at 7-4141. An index number will be required.

2) **Ford Diesel 3-ton, 24,000# GVW flatbed truck, vehicle # 098921**, 20-foot stake bed with a removable cargo container, tail lift-gate, located at the Cyclotron yard. Fees for this truck are covered by the college. Only drivers with verifiable, previous truck driving experience are allowed to drive it.

3) **A Dodge ¾ ton pickup, vehicle # 093738**, located at the Western Ave complex on 30th St.

Fees for this pickup are covered by Jim Moum, who has established a policy to allow other shops users access when his group is not using the pickup. Keys can be checked out from the Ocean Mixing Group in Bldg 226

4) **A Ford cargo van, vehicle #093822**, will continue to be used exclusively by CEOAS Admin.

These vehicles are for CEOAS business only.

Vehicle Problems: If there are problems with any vehicle, please report them to Mary Hitch, 7-2217 or e-mail mhitch@coas.oregonstate.edu. If the problem occurs while using the vehicle away from campus, contact the OSU Motor pool at 737-4141 (24 hours/day)

Driving Requirements:

- All CEOAS vehicles are leased from the Motor Pool
- Faculty and staff are required to have a valid driver's license to use any Motor Pool Vehicle. Users have to complete a driver authorization to rent from Motor pool. It stays in effect as long as the driver's license is valid.
- In addition, students must have a signed Motor Pool "Authorization Form" to use Motor Pool vehicles. The form is found online at the motor Pool website and needs to be filled out then sent to FOBC for signature by the college.

Fueling the Vehicles: If you drive a CEOAS vehicle and find the fuel level below ¼ tank please take it to the OSU Motor Pool located on Campus Way between 30th and 35th Street and fill it up.