

# POLICY APPROVAL FORM

**Executive Summary.** (type a short summary of the process followed to develop this policy, names of those involved in its development, reason for undertaking the process, and key features of the policy). This section is to be completed by the group or individual assigned to develop the policy.

In the fall of 1994, reorganization of the motor pool required moving the fleet vehicle parking area and the motor pool coordinators office to the maintenance yard complex in order to create efficiencies in vehicle check-out, daily safety checks, garage staff access to vehicles and vehicle coordination. It became necessary to change policy information about location, reservation procedure, return process and several other obvious factors of the changes that were made as a result of reorganizing. In reviewing the existing policy, it became apparent that it would also benefit if it could be shortened, simplified and modernized.

In doing so, the original version was distributed to the previous motor pool managers, a representative of academic users, the Facilities director, and the assistant to the V.P. for Finance and Administration. Feedback and ideas for changes were incorporated into an initial rough draft which was to comprise the updated version. Since major changes were not expected in the basic way that the motor pool was going to be used, wide distribution to all-campus constituents was not utilized. The people involved in reviewing the policy draft and proposing improvements were; Jodi Woodall, Sonia Smith-Pratt, Dee VanBrunt, Ken Jacob, Nancy McKinney, Wade Davis, Tom Mercado, John Cushing, George Leago and Sherry Parsons.

The key features of this policy are essentially the same as before, except the changes in directions to our users on finding the new motor pool location, client parking availability, improvement in operating hours, inclusion of off campus rental agency coordination features, as well as clarification of user indemnification and rental to other agencies. It is the goal of this modification to provide a clear, concise, understandable policy and procedure for all users of our campus motor pool service.

Final review by Assistant Attorney General Janet Truckelta Date 2/15/96

## APPROVAL

Vice-President for Academic Affairs and Provost Barbara L. Smith Date 10/2/96

Executive Vice-President Ruta Fanning Date 10/1/96

Vice-President for Student Affairs Art Costantini Date 9/13/96

President James H. Lewis Date 10/5/96

Date Policy becomes effective 10/16/96