

Pooling of KS Vehicles for Kapalama Campus

Overview

This document is intended as a general overview of the operational requirements associated with pooling KS vehicles assigned to Kapalama Campus and designated for general staff use. These guidelines will provide for the consolidation of all Kapalama vehicles assigned for general use to a central location, a procedure for staff use of vehicles, and OPS staff procedures associated with providing oversight of vehicle upkeep and issuance for staff use.

By centralizing all KS general use vehicles to a designated location and controlling vehicle use, we will ensure the most efficient use of KS resources while providing direct daily oversight and monitoring of vehicle physical and mechanical serviceability.

Summary

Approximately 22 KS vehicles designated for general use are currently assigned to 15 Kapalama departments with each department using their assigned KS vehicles at their discretion. All of the 22 designated vehicles will now be assigned to a consolidated motor pool to be located on the lowest level (1 'Ekahi) of Hale Ho'oku Ka'a (Kekuhaupio parking structure).

Staff use of pool vehicles will be coordinated through the transportation department with KS staff obtaining their Department Head's approval before submitting vehicle use requests to transportation.

All requests for vehicle use must be submitted to transportation no later than 3:00pm on regular work days (Monday – Friday) and at least 24 hours in advance of the requested date of vehicle use. All requests must be submitted in accordance with the vehicle request procedure outlined below, and using the approved Vehicle Request Form.

In general, vehicle assignment/issuance will be limited to single day use during regular working hours (8:00am to 5:00pm). However, groups that may require overnight use of vehicles or vehicle use for multiple days may utilize pool vehicles for a maximum of 7 days. The specific number of days a vehicle is needed must be requested in advance, approved by the user's Department Head or Manager, and the request must be submitted online through the Transportation website (<http://kapalama.ksbe.edu/transportation/>) using the approved Vehicle Request Form. Vehicles requested for 7 days of use must be immediately turned in upon the completion of 7 days (morning of the 8th day). If a 2nd vehicle request has been submitted for another 7 days and the 8th day falls on a holiday or weekend, the vehicle in use will be turned in on the morning of the first regular work day following the holiday or weekend. Use of pool vehicles will be based upon submitted requests and additional days of use cannot be added on to existing vehicle use requests. All vehicles must be picked

up and returned as scheduled and any extensions for vehicle use will be treated as a new separate vehicle use request.

For example: A KS group requests a vehicle for 7 days with pickup of vehicle to be used on a Monday. The group would need to return the vehicle to the motor pool by the following Monday morning. If they have already submitted their vehicle request for another 7 days, the vehicle attendant will assign a different vehicle for the groups use during the next 7 days.

Note: the purpose of the 7 day maximum allowed use of pool vehicles is to ensure we maintain regular inspection of vehicles in order to maintain the appearance and serviceability of our KS vehicle pool. This requirement allows for regular inspection and cleaning of all vehicles and will thereby maximize the serviceability of all vehicles over the life of their use.

Upon completion of multiple days of vehicle use (up to 7 days), the assigned group or staff member must return the vehicle to the KS motor pool (level (1 'Ekahi) of Hale Ho'oku Ka'a (Kekuhaupio parking structure). If continued use of a vehicle is required beyond 7 days, the vehicle attendant will assign a different vehicle for the staff member/groups use, provided:

- a. A Vehicle Use Request has been submitted to transportation in accordance with the standard procedures for requesting vehicle use
- b. Staff member picking up the vehicle must be listed on the vehicle attendants Daily Vehicle Log Sheet as the vehicle operator

Physical vehicle assignment/issuance will be made by the designated vehicle attendant who will assign vehicles based off of the type of vehicle requested and or the intended vehicle use. Staff that are approved for vehicle use have the option of parking their personal vehicles in the Hale Ho'oku Ka'a parking structure and picking up their pool vehicle from the designated area (1st level of Hale Ho'oku Ka'a parking structure).

Vehicle pick up will be conducted on regular work days (Monday – Friday) from 7:00am to 8:00am. With the exception of emergency requests; early pickup arrangements must be made in advance with a minimum of 24 hour notification. Early hour pickup will be accommodated (Monday – Friday) from 6:00am to 7:00am as scheduled. Vehicle drop off can be done at any hour with staff parking vehicles in designated stalls (1st level of Kekuhaupio parking structure) and dropping vehicle keys in the designated key drop box near the assigned vehicle pool parking stalls.

NOTE: Emergency vehicle use requests will be processed and handled as expeditiously as possible. We will look into some form of key pickup option for emergency vehicle use that will not require the vehicle attendant or other transportation staff to be present for vehicle pickups; however, we do not have a viable option at this time.

All pool vehicles must be returned to the motor pool daily unless approved for overnight or weekly use. The expectation is that the vehicle is to be returned directly after each use. Any exceptions must be approved by the vehicle users Department Head or Supervisor.

For example: A vehicle user checks out a vehicle to attend a KS sporting event in Mililani. The event runs late and will not conclude until 10:00pm and the vehicle user resides in Kapolei. The vehicle user is not required to take the vehicle back to Kapalama Campus and would be allowed to take the KS vehicle home for the night, provided advance approval (before taking the vehicle home) is received from the vehicle users Department Head or Supervisor. Upon receiving approval the vehicle user would be allowed to take the vehicle home for the night but would be expected to return the vehicle directly to Kapalama Campus the next morning.

Transportation must be notified of any unplanned overnight use of vehicles by the vehicle users Department Head or Supervisor. Notification should be made by email to miabe@ksbe.edu (cc to kayonaoshi@ksbe.edu) at the earliest available time to do so.

Staff approved to utilize vehicles for weekend use must pick up vehicle keys on Friday morning from the Vehicle Attendant at the lowest level of Hale Ho'oku Ka'a (Kekuhapio parking structure). Keys are to be dropped in the designated key drop box upon the vehicles return.

Procedure

1. Staff requests for vehicle use
 - a. All staff requesting use of designated KS pool vehicles assigned to Kapalama Campus will completely fill out the approved Vehicle Request Form online at the Transportation website (<http://kapalama.ksbe.edu/transportation/>). Once submitted the request will be routed to the requestors Department Head or designated Manager for approval
 - b. Upon completion and approval of the Vehicle Request, the form will forward to the Transportation Department for recordation and scheduling of a KS pool vehicle
 - i. Vehicle requests will be sent directly to OPS Transportation Department through the Transportation website and any changes or cancellations can be emailed to:
 1. miabe@ksbe.edu
 2. cc to kayonaoshi@ksbe.edu
 - ii. Vehicle requests must be submitted:
 1. at least 24 hours prior to the requested vehicle use date but not more than 1 week prior to the requested vehicle use date
 2. Monday – Friday, no later than 3:00pm
 3. On regular work days
 - iii. Vehicles will not be reserved more than 7 days in advance
 - iv. Vehicle requests will be accepted on a first come first serve basis

- v. Vehicles can be reserved for a maximum 7 day period and a new separate vehicle use request must be submitted each week for extended vehicle requests beyond 7 days
 - vi. Vehicles can only be kept by users for 1 week at a time. If a new request has been made for another week of vehicle use; the user must return their assigned vehicle and the vehicle attendant will assign another vehicle for continued use.
 - vii. Staff will be assigned vehicles by the vehicle attendant in accordance to internal operational procedures and the users requested vehicle needs. No consideration will be given to specific vehicle assignment and staff should not request specific vehicles for their use.
- c. Once the staff member has received verification from transportation administrative staff that they are scheduled to use a pool vehicle, the staff member can pick up the pool vehicle on the designated day and time.
- i. The vehicle operator listed on the vehicle request form is the responsible party for the vehicle during its use and must personally pick up/check out the vehicle from the motor pool
 - ii. For multiple vehicle users; each user must log their start and end mileage on the vehicle log sheet provided in the vehicle. If the vehicle is driven by only 1 user, it is not necessary to fill out the vehicle log sheet.
 - iii. Requesting staff will be informed by email when approved for vehicle use
 - iv. The requestors Department Head or Manager will also be informed by email
- d. Emergency requests for vehicle use will be accepted and processed by transportation as expeditiously as possible. The following steps are to be followed when making emergency requests (less than 24 hour notice) for vehicle use:
- i. The Department Manager or Division Head will call directly to transportation with request for vehicle use
 - 1. 842-8329 – transportation
 - 2. 368-5183 – after hours, Transportation Manager
 - ii. Arrangements for KS vehicle pickup will be made
 - iii. After request is made a follow up email to transportation must be sent by the requesting Department Manager or Division Head with the following:
 - 1. Completed Vehicle Use Request Form
 - 2. Statement recapping emergency request and why it was necessary
 - iv. When use of vehicle is completed, vehicle drop off will follow the same procedure as normal vehicle use

2. Prohibited Activity:

- a. Drivers shall not transport students in KS vehicles unless authorized by their Department/Division Head and transportation of students is in compliance with all criteria of KS Policy 257.60A
 - i. No persons are to be allowed to ride outside of the passenger compartment of any KS vehicle
 - ii. Vehicles are not to be left unattended with the engine running
 - iii. Drivers shall not transport or offer to transport unauthorized persons (i.e. hitch hikers)
 - iv. Staff is not authorized to make personal stops in KS vehicles to include: meals, pay personal bills, banking, Doctor, etc.

3. Transportation

- a. Upon receiving vehicle use requests from KS staff, Transportation administrative staff will ensure that all submitted forms are properly filled out with approval from the appropriate administrator.
- b. Transportation administrative staff will complete the vehicle request by transferring the following information to the Daily Vehicle Log Sheet:
 - i. Authorized date or dates of vehicle use
 - ii. Vehicle Request number
 - iii. Vehicle Operator
 - iv. Type of vehicle requested
- c. The Daily Vehicle Log Sheet will be updated daily and provided to the vehicle attendant at the end of each day for use the following work day
- d. Designated transportation administrative staff will serve as the point of contact for vehicle requests and all communication to vehicle users before and after vehicle use

4. Vehicle Attendant

- a. The vehicle attendant is tasked with:
 - i. Issuance of vehicles for staff use
 - ii. Pre-trip inspection and engine fluids check before each use
 - iii. Inspection of vehicle condition before and after each use
 - iv. Fueling, washing, and detailing of all pool vehicles as scheduled
 - v. Maintaining the cleanliness and appearance of all vehicles
 - vi. Reporting vehicle issues to include:
 1. Vehicle damage after use
 2. Vehicle uncleanliness after use
 3. Failures to return vehicles as scheduled
 - vii. Maintaining daily log of vehicles checked out by staff
- b. The vehicle attendant will issue pool vehicles for staff use only to designated staff as listed on the Daily Vehicle Log Sheet

- c. Staff listed as being assigned the KS vehicle for use will be solely responsible for the vehicles use, condition, any damage, and ensuring that the vehicle is turned back in as scheduled and in the same condition as it was received
- d. The vehicle attendant will fill in the following information on the Daily Vehicle Log Sheet upon assigning vehicles for staff use:
 - i. Date/Time vehicle checked out
 - ii. Date/Time vehicle returned
 - iii. Vehicle # of vehicle assigned for use
 - iv. Staff members signature