

## General

The University recognizes that many departments require the use of motor vehicles from time to time, but do not need a vehicle permanently assigned. To meet this need, the University maintains a small fleet of automobiles, mini vans, and full-sized vans for the needs of these departments. The Carolina Motor Pool is operated by Facilities Services' Business Operations Department to serve the transportation needs of the campus community.

### Making Reservations

University employees who need a motor vehicle to perform official University business may reserve a vehicle by calling Facilities Services' Business Operations at 962-6676 and providing the following information:

• In state or out of state travel	• Department name
• Customer ID number	• Driver's name
• Campus telephone number	• Requestor's name
• Departure date and time	• Return date and time

In addition, reservations can now be made via the web at [www.fac.unc.edu/motorpool](http://www.fac.unc.edu/motorpool). Read your reservation confirmation carefully - You will be notified by e-mail of your reservation

number and the availability of a vehicle to meet your request.

Vehicles are available on a first come/first served basis. Reservations should be made as far in advance as possible (up to one year). All efforts will be made to provide the customer with their particular request.

### Reservations by UNC-recognized Student Organizations

When reservations are being made by a UNC-recognized Student Organization, an additional authorization form must be completed and signed by the organization's advisor verifying that the organization is using a Carolina Motor Pool vehicle to conduct University business. This authorization form is available at the Carolina Motor Pool service counter (102G Giles Horney Bldg) or by clicking the [following link](#). The form can be filled out on the web, but must be printed, signed, and mailed to the Carolina Motor Pool at Campus Box 1800 so that it is on file prior to vehicle pickup.

### Cancellation Policy

The Carolina Motor Pool requires a 24 hour notice for cancellations. There will be a one day charge applied to your account for cancellations with less notice given.

### Picking Up A Vehicle

Pick up the keys to a reserved vehicle and execute the rental agreement in Room 102G of the Giles Horney Building located at 103 Airport Drive. Motor Pool office hours are

from 8:00 am – 4:30 pm, Monday through Friday.

Please Note: A valid driver's license for all drivers must be shown at time of pick up.

After obtaining the keys and executing the rental agreement the driver can pick up the vehicle at the rear of the Service Station (109 Airport Road), which is adjacent to the Giles Horney Building.

It is recommended that individuals picking up motor pool vehicles be dropped off at the Giles Horney Building by a colleague or arrive via the free bus system. If this is not possible, University employees may park personally-owned vehicles in a designated section of the Art Lab parking lot, provided that an official UNC parking permit from another lot is displayed. This parking is very limited and is on a first come/first served basis.

### Returning a Vehicle

From 7:00 am – 3:30 pm, Monday through Friday, return the Motor Pool vehicle, keys, and information pouch to the Service Station personnel. After 3:30 pm, return the Motor Pool vehicle to the UNC-AOB R2 lot by the Art Lab across the street from the Service Station, lock the vehicle, and place the keys and information pouch in the receptacle provided for this purpose at the security fence gate near the Service Station.

### Use of the Vehicle

Motor Pool vehicles are for the use of Carolina & State of North Carolina employees

in performing their official duties. All Carolina owned vehicles and NC Motor Fleet Management Division (MFMD) owned vehicles are to be used in accordance with NC Motor Fleet Management Regulations ([www.doa.state.nc.us/doa/mfm](http://www.doa.state.nc.us/doa/mfm)). Following are some major points in those regulations:

- It is unlawful to use a state-owned vehicle for any private purpose.
- The driver must observe all state motor vehicle laws and ordinances.
- Under no circumstance operate a vehicle while under the influence of intoxicating beverages, drugs, or illegal substances. Do not transport these items.
- Parking citations are the responsibility of the assigned driver.
- Hitchhikers are not allowed to ride in any state-owned vehicle.
- Spouses and children may accompany employees on official business trips.
- Family pets are not permitted in state-owned vehicles.
- Employees may not use a state-owned vehicle for obtaining meals unless they are in an approved travel status.
- Individuals who are not employed by the state are not allowed to drive state-owned vehicles.
- Drivers involved in an accident are required to submit a copy of the police report to the Carolina Motor Pool.

### Fuel and Other Services

All gasoline and other necessary operational charges are made to the Carolina Motor Pool account. Charge cards are furnished with all Motor Pool vehicles. The cards, however, should be used only when services are not available from the University Service Station at 109 Airport Drive or from other State-operated stations.

### Emergency Telephone Numbers

<u>Carolina Motor Pool</u>	(919) 962-6676	8:00 am – 4:30 pm M-F
<u>Motor Fleet Management</u>	(800) 277-8181	24 X 7
<u>Voyager Client Services</u>	(800) 987-6591	Fueling questions only. <u>Not</u> for roadside assistance.

### Drive Safely .....

*“Watch the Road & Your Speed”*

Carolina Motor Pool  
A unit of



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# GENERAL INFORMATION



### Contact Us At

103 Airport Drive  
Giles Horney Building

(919) 962-6676  
or “2-MOPO”

[www.fac.unc.edu/motorpool](http://www.fac.unc.edu/motorpool)