

Salt Lake Community College Motor Pool Guides and Rates September 2020

Scheduling Motor Pool Vehicles

If the vehicle is not picked up within one-half hour of the scheduled time, it can be re-assigned to another person. Failure to cancel a previously scheduled vehicle can incur a “no show” fee. Remember that return times are very important; at times, another person is waiting to take the vehicle you have.

User Fees – (As a reminder the user fees and rates are subject to change)

All Sedans	\$3.00 per hour - \$36 max. per day	Plus \$0.36/mi	1-4 passengers plus driver
Mini Van/Cargo Van	\$3.00 per hour - \$36 max. per day	Plus \$0.36/mi	1-6 passengers plus driver
Small Truck	\$3.00 per hour - \$36 max. per day	Plus \$0.36/mi	1 passenger plus driver
HOV 12-14 Occupancy	\$4.00 per hour - \$48 max. per day	plus \$0.75/mi.	10-13 passengers plus driver
HOV 22 Occupancy	\$4.00 per hour - \$48 max. per day	plus \$0.98/mi.	21 passengers plus driver
Bus (52 Passenger)	\$120.00 per day \$100 cleaning fee may apply.	And \$1.70/mi. plus Driver Fee (based on current rate)	52 passengers plus driver

Miscellaneous fees will be charged to users when applicable

No show	\$25.00	Service - Clean/Refuel	\$25.00	Late return (per day)	\$25.00
Information research	\$25.00	Improper odometer reading - (imposed by Motor Pool)		\$25.00	

Definitions

- *No Show Fee*
 - Vehicle is not picked up and there was no cancellation notice one-hour prior. This inconveniences other people who may have been waiting for a vehicle.
- *Service fee*
 - The vehicle was not refueled upon return or the fuel level was below ¾ of a tank full. The vehicle was left extremely dirty. We would like each person to be given a clean, fully fueled vehicle.
- *Late return fee*
 - Vehicle was not returned by its scheduled return time (30-minute grace period given). Late returns inconvenience other drivers who may have been scheduled to take that vehicle right after it's returned.
- *Information research fee*
 - Motor Pool Vehicle Use Record form was not filled out completely. This form is to ensure accurate billing.
- *Improper Odometer Reading fee*
 - Upon refueling, the odometer reading was entered incorrectly and there was no evidence of providing the correct odometer reading to the Motor Pool. This fee can be imposed from the State and passed on to the customer.

Refueling

We make every attempt to give you a clean car with a full tank of gas. If the fuel level is less than ¾ full upon return, please be sure to refuel the vehicle and remove all your belongings and trash. Failure to refuel the vehicle or leaving it dirty will result in a “cleaning/refuel” fee. Fuel rates are subject to change.

External Fuel Tickets

To fuel the vehicle, please use the provided **WEX Fuel card** located in the vehicle key packet. (DO NOT use fuel cards for other vehicles or mix them up, each one is specific to that vehicle.) If the WEX Fuel card declines, call 1-833-225-5939; *Or you can use your own personal card and Motor Pool will reimburse you.* If this occurs, please write down the following information and give it to the Motor Pool Secretary: **Motor Vehicle number you are using (MV###), Transaction Date, Odometer Reading, Fuel Type, Fuel Quantity, Fuel Cost, Your Name, and any other pertinent information.**

Odometer

Upon refueling, be sure to enter the correct odometer reading when prompted. Once entered it cannot be changed and errors will incur an “Improper Odometer Reading” fee of \$50 added to your rental charge. After fueling, double check the odometer reading in the vehicle with the printed gas receipt. If the odometer reading is improperly entered, write down the correct odometer reading in the Comments/Problems field on the Motor Pool Use Record, so Motor Pool can notify the State of Utah to correct the error.

After hours fueling stations

To find the nearest WEX Fuel station; Download the WEX Fuel Mobile Locator application on your smart phone, or go to their website: <https://www.wexinc.com/solutions/fleet-cards/wex-fleet-fuel-card-locations/>

After Hours Return

Each packet contains a gate opener, which allows for 24/7 access into the Facilities Compound. Use this to return your motor pool vehicle after hours and/or on weekends. Access to the gated area is either from 2200 West or from 4445 South (across from tennis courts). Please do not leave the packet or keys locked inside the vehicle. For your convenience there is a black drop box located next to the east entrance of the Gunderson Facilities Building.